In the event of accident or “near miss”, it is imperative that all details are recorded. Information should be documented to provide a future reference. This is particularly important in the event that legal proceedings may be taken as a result of injury or failure to comply with Health and Safety Regulations.

Date

Injured person details

Name

Address

Occupation

Time of Accident Location

Was anyone else involved? Yes / No (Use separate sheet for each individual.)

Brief detail or nature of apparent injury.

Description of activity immediately before accident.

Unsafe conditions? **Record**  may include:-

Weather conditions if working outside.

Temperature

Lighting adequacy

Work at Height

Means of Access

Traffic / vehicle operations in area.

Manual Handling:-

Weight of item?

Lifting object from floor, knee, chest, shoulder or above, heights?

Type of package?

Handles or not?

Is it sharp, cold, slippery, unstable, weight evenly distributed?

Hazardous substance?

What Personal Protective Equipment was being worn at the time?

Location of accident.

(Draw diagram of area, or TAKE PHOTOS identifying any obstructions or unsafe conditions, and attach.)

Is there a Risk Assessment for this task / area?

Is there a Safe System of Work covering this task / operation?

Witness details

Name,

Address

Occupation

Where were they located / positioned?

What did they see / hear?

Signature – Person making out Report Date

Signature – Injured Person Date