

## Accident / Incident / Near Miss / Close Call Reporting Policy

All accidents or incidents, including near misses and Close Calls, must be reported immediately by telephone to the Rail Sentinel Manager or the on-call the Company representative if out of office hours. The Company representative must then inform the Rail Sentinel Manager at the first possible opportunity. This must be followed up by the completion of an accident/incident form.

This policy will also be adopted with the reporting of events resulting in pollution and or damage to the environment, property and or equipment in accordance with the Company Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

The Company will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L2/INV/002. the Company will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations.

The Rail Sentinel Manager will report all accidents and incidents to the Client within 4 working days or to Network Rail within 5 working days for inclusion in the Network Rail SMIS (Safety Management Information Systems) database.

When applicable, the person nominated as responsible for RIDDOR reporting will report any event/occurrence to the HSE in accordance with the RIDDOR regulations and RIS-8047-TOM.

The Company will carry out its own investigation in accordance with NR/L2/INV/002, and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

The Company will promote a no blame culture and promote the reporting of near misses or unsafe practices.

Accident books will be maintained at all sites and completed when an accident occurs. All staff working on client sites and offices will complete local accident books.

All records will be kept for 5 years

Accidents and incidents affecting the Company staff are discussed at management meetings

This policy and supporting arrangements will be reviewed at least once annually

Signed:



Position:

DIRECTOR

Date:

14/4/2023

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Accident, Incident Policy	14/04/22	Approved	MH