MEARS

Accident / Incident / Occurrence Reporting & Investigation

NOTE: In the event of an accident / incident the first priority is to provide emergency assistance and if necessary contact the emergency services. Then to ensure the area / process is made safe to allow the investigation to take place

Staff are to ensure they inform their line manager immediately of any accident / incident.
Line manager should obtain initial information and raise an entry on Mears Protect within 48hrs

IMSF032B Accident / Incident Investigation Checklist

Is this a serious or potentially serious incident?

NO

For all accidents / incidents (Minor and RIDDOR) - Line Manager to complete their investigation (IMSF032B) including where required Witness Statements (IMSF032D), Ensuring all relevant evidence is uploaded to Mears Protect and all necessary actions are raised within 7 days.

Accident / Incident Owners are to ensure allocated actions are affectively closed within the specified timeframe, or extended (where justified), via the SHE Manager

Once all actions are complete the owner is to pass the full record to the allocated SHE Manger (via Mears Protect) for final approval

Entry complete & Actions effectively Closed?

YES

SHE Manager Approves No further action Required At this time

NO

SHE Manager liaises with Branch to address the issues and reach required status to achieve approval

YES

Inform Regional SHE Manager & General Manager immediately. Serious Incident Protocol (IMSP058) to be initiated

Serious incidents may include:

- Any fatalities
- Serious injuries to workers such as fractures, amputations, loss of sight, loss of consciousness, burns, crush injuries, or any injuries requiring immediate treatment at hospital.
- Injuries to members of the public where they have been taken directly to hospital from the scene of the accident and received treatment.
- Dangerous occurrences such as: collapse / failure of lifting equipment, Plant / equipment contacting overhead power lines, release of harmful substances
- Incidents attracting significant media interest or activity on social media.

For guidance on whether an incident is RIDDOR reportable or to be treated as serious / potentially serious, please contact the SHEQ Department for confirmation.

IMPORTANT NOTE: All Gas Incidents reportable under RIDDOR are to be reported to the Regional Gas Mangers/ Technical Team. They will then raise the RIDDOR Report (F2508G)

SHE Manager to carryout further investigation and complete the following actions:

- Create further actions on Mears Protect as necessary
- Draft RIDDOR Statement to regional Head of SHEQ for approval
- Raise F2508 on approval
- For over 7 days upgrade to reportable on protect
- Complete a Privileged and Confidential Investigation Report Form IMSF032C (if requested by Mears legal)

For all RIDDOR reportable accidents / incidents the Regional SHE Manager is responsible for drafting the RIDDOR report statement to the Head of SHEQ for approval and for submitting the F2508. This includes instances where an accident previously raised as minor becomes reportable due to the injured employee is absent for over 7 consecutive days