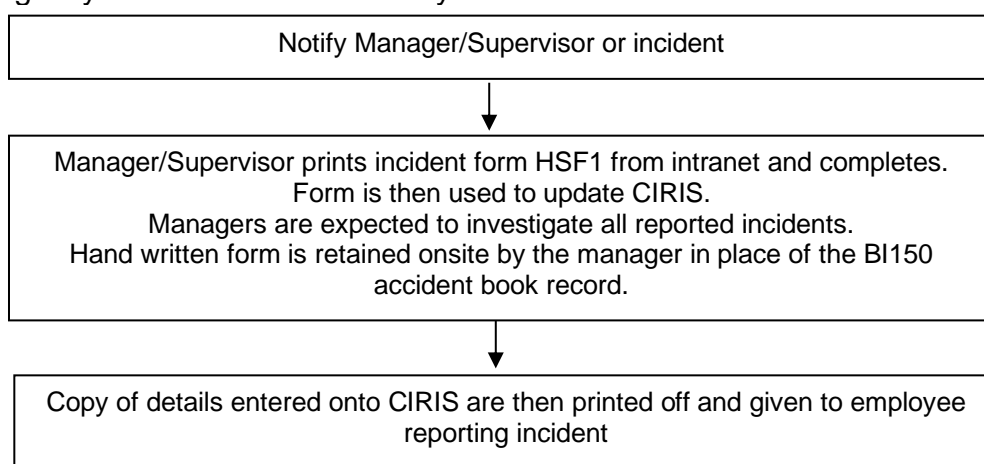


## Introduction to Incident Reporting

Why do we want to record the health and safety incidents that take place?

Well we record and report incidents in the workplace so that they can be examined and, where possible, actions taken to prevent something similar happening in the future. Incidents cause injury, pain and loss to many people each year it is something that we all need to consider during our working day and take action to minimise the chance of further incidents occurring.

Within the Council we use CIRIS (Council Incident Recording and Information System) to manage the process. All incidents that have health and safety implications (to include near misses and road traffic incidents) need to be reported via your line manager. The flow chart below will give you an indication of the system that must be followed



The Council is required by the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) to notify the Health and Safety Executive (HSE) of certain accidents. It requires the Council to report and keep records of:

- work-related deaths;
- serious injuries;
- cases of diagnosed industrial disease; and
- certain 'dangerous occurrences' (near miss incidents).

There are also special requirements for gas related incidents although this duty is not one that is currently placed upon the Council or its employees.

The Council is expected to report to the HSE a range of incident types summarised as:

- any reportable death, injury, occupational disease or dangerous occurrence; and
- all occupational accidents and injuries that result in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident but including any weekends or other rest days).

The incident reporting system outlined within Arrangement Section 7 (AS 7) aims to provide a detailed procedure that will allow North Lanarkshire Council to comply with the Regulations and identify trends thus facilitating targeted action to minimise injury to employees and service users of the Council. AS 7 will provide more detail on the types of incidents and relevant circumstances.