

Accident/Incident Investigation Procedure

Company Name: Structural Repair Solutions Ltd

Location: Windsor

Prepared By: Neil Smuts

Date: 24/03/2024

Review Date: 24 Months

1. Introduction

requirements. root causes, prevent recurrence, and ensure compliance with legal and regulatory Windsor for the investigation of accidents and incidents. The objective is to identify the This procedure outlines the steps to be followed by Structural Repair Solutions Ltd in

2. Scope

Structural Repair Solutions Ltd in Windsor, including those involving employees, This procedure applies to all accidents, incidents, and near-misses occurring at contractors, visitors, and members of the public.

3. Definitions

- Accident: An unplanned event that results in injury, illness, or damage to property.
- potential to do so. Incident: An unplanned event that does not result in injury, illness, or damage but has the
- have under slightly different circumstances Near-Miss: An unplanned event that did not result in injury, illness, or damage but could

4. Responsibilities

- followed. Managing Director: Overall responsibility for ensuring the procedure is implemented and
- Health and Safety Manager: Coordination of accident/incident investigations, ensuring proper documentation, and reporting findings.

















- and assisting in the investigation. Supervisors/Managers: Immediate response to accidents/incidents, securing the scene,
- Employees: Reporting accidents/incidents promptly and participating in investigations as

5. Procedure

5.1 Immediate Response

Ensure Safety:

- Provide first aid or medical attention if necessary.
- Evacuate the area if there is a continuing hazard.
- Secure the scene to prevent further incidents or tampering with evidence.

Report the Incident:

- 0 immediately. Employees must report all accidents/incidents to their supervisor or manager
- 0 possible. The supervisor/manager will notify the Health and Safety Manager as soon as

5.2 Initial Investigation

Gather Information:

- Record the date, time, and location of the accident/incident.
- Identify and interview witnesses.
- Take photographs or make sketches of the scene
- Collect any physical evidence available.

Document the Incident:

0 the nature of injuries, and any damage sustained Complete an initial incident report form, including details of the injured persons,

5.3 Detailed Investigation

Form an Investigation Team:

supervisors, managers, and employee representatives. The Health and Safety Manager will lead the investigation team, which may include

Analyze Information:

- Review witness statements, photographs, and physical evidence
- Examine the sequence of events leading up to the incident.
- Identify any immediate and underlying causes.

3. Determine Root Causes:

Use root cause analysis techniques to determine the fundamental reasons for the incident.

















0 conditions, and procedural deficiencies. Consider factors such as equipment failure, human error, environmental

4. Develop Corrective Actions:

- 0 additional training, or equipment modifications. Identify measures to prevent recurrence, such as changes to procedures
- 0 for completion. Assign responsibility for implementing corrective actions and establish a timeline

5.4 Reporting

Internal Reporting:

- corrective actions. Prepare a detailed investigation report, including findings, root causes, and
- Distribute the report to senior management and relevant stakeholders

2. External Reporting:

- If required, report the incident to external authorities (e.g., Health and Safety Executive) in accordance with legal and regulatory requirements.
- 0 Cooperate with any external investigations conducted by regulatory bodies

5.5 Follow-Up

Implement Corrective Actions:

- 0 Ensure that all corrective actions are implemented within the agreed timeline.
- 0 Monitor the effectiveness of corrective actions and make adjustments as necessary.

Review and Closure:

- 0 and that preventive measures are effective. Conduct a follow-up review to ensure that the incident has been fully addressed
- 0 complete. Close the incident investigation once all corrective actions are verified as

Continuous Improvement:

- 0 across the organization. Use insights gained from the investigation to improve health and safety practices
- 0 Update risk assessments and safety procedures as necessary.

6. Documentation

- Incident Report Form
- Witness Statement Form
- Investigation Report Template
- Corrective Action Plan Template





Registered Office











7. Training

- Provide training for all employees on the importance of reporting accidents/incidents and the investigation process.
- Train supervisors and managers on how to conduct initial and detailed investigations.

8. Review and Revision

- This procedure will be reviewed annually or following any significant incident.
- Revisions will be made as necessary to ensure its continued effectiveness.

Approval:

Name: Neil Smuts

Position: Technical Director

Signature:

Date: 24/03/2024

Next Review Date: 24 Months

















