



Lost Time Incident Protocol

A Lost Time Incident is an accident that results in lost working time for the person(s) injured in the accident. This occurs when:

- there has been an accident which caused the injury, and
- the accident was work-related, and
- the injured person was unable to attend work after the accident.

Definitions

Accident	An accident is a separate, identifiable, unintended incident, which causes physical injury. Injuries themselves, e.g. 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, e.g. a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (e.g. repetitive lifting), are not classed as accidents.
Work-related	A work-related accident happens 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role: <ul style="list-style-type: none"> • the way the work was carried out • any machinery, plant, substances or equipment used for the work or • the condition of the site or premises where the accident happened
Lost time	Lost time is deemed to have occurred if the injured person(s) are unable to attend work for their normal rostered shift following the accident. This does not include receiving medical attention, either on or off site, during the shift when the accident occurred. If an injured person is subsequently absent from work following reattendance then then it results in lost time if the absence is wholly or substantially related to the accident.
Reportable to the HSA (ROI) or HSE (UK)	To be reportable to the authority the above criteria must apply and there must be lost time of ≥ 3 (ROI & NI) or ≥ 7 (England, Scotland and Wales) consecutive days. It is also reportable to the HSA/HSE if there is no lost time but the injured person is on restricted duties (outside of their normal duties) for $\geq 3/7$ consecutive days.
Decision	All potential lost time incidents are discussed on the LTI call each Friday with the HSE senior leadership team. Incidents are categorised based on the above criteria and the attached flow diagram.



Compass Group UK & Ireland Lost Time Incident Protocol

Lost Time Incident Flowchart

