

# INCIDENT INVESTIGATION PACK (IIP) COMPLETION GUIDE

To help you make sure you have completed all sections of the IIP and include the required document, we have created a simple check list which is provided on page 2 of this guide. Completing the checklist is optional, but we hope you find it useful a useful tool. If you have any questions please reach out to the HSE Team.

## THE INCIDENT INVESTIGATION PACK (IIP)

### EVERY IIP MUST HAVE!

- ✓ A fully completed front page with details of the person completing the form, of the unit and of the injured person, and information about the injury.
- ✓ Select all documents that are relevant to the incident type and task being carried out, from the list on page 2. These documents must be **included** with the pack.
- ✓ Each statement/question on page 3 should have a response. If you aren't able to include photos or a statement write a reason for this in the 3rd column.
- ✓ Page 4 should only be completed if CCTV is owned by the client or a 3rd party. If CCTV is not available or not in place, note this on the page.
- ✓ An injured person statement must be taken and included in the IIP. Record this on Appendix 1 and make sure this is signed and dated by hand at the bottom of the page.
- ✓ Any witnesses, who saw events leading up to the incident itself or directly following the incident should complete Appendix 2. Copy as required and ensure each statement is signed and dated by hand.
- ✓ Appendix 3 **MUST** be completed and signed by the unit manager or supervisor even if they **did not** witness the incident. It must be signed and dated.

### WHAT A GREAT IIP SHOULD HAVE!

- ✓ Every box completed with the relevant information or an explanation why information is missing.
- ✓ Detailed statement from the injured person (IP) with a clear signature from both the IP and the person taking the statement.
- ✓ Photos that provide a clear image of the environment, the injury and the circumstances around it. Where equipment is involved include photos of this too showing any defects or placement issues.
- ✓ Whilst CCTV is not always available from our clients, they may be able to hold a copy for future reference if required for a claim. Ask them if this is possible and record where it is held.
- ✓ A list of evidence that is not available or is pending with a reason for it not being available

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## THE SUPPORTING INFORMATION

### SUPPORTING INFO YOU MUST HAVE

- ✓ Relevant Training Records for the IP or any employees involved; these can include:
  - ✓ Workplace Safety Management System Training Record Card
  - ✓ Signed Agency and Temporary Workers Induction Where Applicable
  - ✓ E-learning Certificates
  - ✓ Applicable Safety Conversation Group Training Records
  - ✓ Applicable specific equipment training records or certificates
- ✓ Applicable Risk Assessment and Safety Task Cards for the task
- ✓ For equipment faults copy of most recent relevant Equipment Maintenance or PAT testing records

### WHAT TO DO WITH THE PACK

- ✓ Once logged on AIR3, you will receive an email confirmation with a Grant Access link; this will take you to the incident report, where you must complete a unit review. The **New Review** button is on the bottom right handside of the page as highlighted below.
 
- ✓ When you have completed the unit review you will need to click the save and continue.
- ✓ Then upload the pack under the files and attachment section on the same page by clicking on the Upload File link on the right.
 
- ! If you are unable to upload your completed pack and evidence this must be emailed to [hse@compass-group.co.uk](mailto:hse@compass-group.co.uk)
- ! If there is a chance that the IP will not return to work, you must notify your HSE Manager as soon as possible.

