

Safety Moment



Incidents are distinct events that have caused or have the potential to cause injury or damage to property

Accidents are unplanned, unexpected incidents that result in injury or ill-health

Near Misses are incidents not causing harm, but had the potential to cause injury or ill health

Accidents, Incidents and Near Misses

Which is which, and what to do next

In 2019...

72 RIDDOR
reportable
incidents

131 Lost time
incidents

2819 Non-lost time incidents

1165 Near misses

- 1** Tell someone when an incident occurs
 - Do you need first aid treatment?
 - Have you told your manager all details about the incident?
- 2** Report it on AIR3
 - Has the incident been reported on AIR3?
 - Have all the relevant details been included on the AIR3 report?
- 3** Complete an Incident Investigation Pack (IIP)
 - Has a IIP been completed within 14 days of the incident occurring?
 - Were copies of all relevant records and risk assessments included in the IIP?
- 4** Stay in touch
 - If you are absent from work following an accident, does your manager know?
 - Are there any other duties you could be doing at work?
- 5** Don't walk on by
 - Are all staff regularly reporting near misses?
 - Is action taken once they are reported?