

Toolbox Talk



Accidents, Incidents and Near Misses

What is an Accident, Incident and Near Miss?

Accident; These are occurrences that result in an injury or ill health. These are easily identifiable by needing to use something within the first aid kit or being taken to A&E.

Incident; An event that does not cause harm to a person but where a piece of equipment i.e. van, excavator hired kit etc has been damaged in any way leading to repairs.

Near Miss; An event that, while not causing harm, has the potential to cause injury or ill health e.g. tools and materials being left unsafe or working unsafely.

Reporting Procedure:

Contained within the flight case and in the van bulkheads you will be able to find an **Accident Report Form** and **Safety Report Card**. For any accidents please fill in the accident report form and for near misses and incidents, the safety report card. It is important to fill in these forms with **plenty of details** leading up to, during and after the event. This helps IWA identify trends and continually improve our safeguarding procedures. Important details to include are: person(s) involved, time, date, weather conditions, locations and a detailed explanation (can include diagrams) of the event including injuries and actions taken. Please fill these out as close to the time of the event as possible. When completed pass it on to the work party leader to send off to IWA.

Where to send my reports?

All reports must be sent back to WRG HO. From here head office will sort out insurance, logistics and the HSE. Please remain available to be contacted to further discuss the reports.

Please post to the following address:

Inland Waterways Association
Island House, Moor Road, Chesham,
Buckinghamshire, HP5 1WA

Key points:

- Only need to fill in one type of report for each event.
- Be detailed in your report – this could be looked at by someone not as familiar with the site or job as you!
- Inform the right people including the work party leader, landowner and lead organisation.

The image shows two overlapping forms. The top form is titled 'Accident record' and has a 'Report Number' field. It is divided into three main sections: '1 About the person who had the accident', '2 About you, the person filling in this record', and '3 About the accident'. Section 1 includes fields for Name, Address, Postcode, and Occupation. Section 2 includes fields for Name, Address, Postcode, and Occupation, with a note that if the person did not have the accident, their address and occupation should be written. Section 3 includes fields for Date and Time of the accident, and a note to say where it happened. The bottom form is titled 'SAFETY REPORTING CARD' and has a header with the Inland Waterways Association logo. It includes a 'Submitted by:' field, a 'Date of NEAR MISS or INCIDENT:' field, and an 'Exact location of NEAR MISS or INCIDENT:' field. There are also instructions on when to use the form and a large text area for outlining the incident and actions taken.

Contacts:

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