



	West Limerick Independent Living CLG Policies				
Title:	ACCIDENT REPORTING POLICY				
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Category: Operational Policies
Subject: Accident Reporting Policy
Responsible for Review of this Policy: West Limerick Independent Living CLG Board

Policy brief & purpose

Our accident reporting company policy is designed to outline the purpose and procedure for reporting any on-the-job accidents. The company is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

Scope

This accident report policy affects all service users, employees and independent contractors.

Policy elements

Any accident, incident or "near miss," no matter how slight the injury or damage, should be reported to your Service Coordinator before the end of your shift. Your Service Coordinator is responsible for taking appropriate follow-up action, including directing medical attention, completing an investigation report and recommending or implementing appropriate corrective actions.

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be a service user or employees who were injured while performing their duties or other people that were on company premises or vehicles.

What should be reported under the Accident Reporting Policy?

West Limerick Independent Living encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the company (e.g. the breaking of a drinking glass) do not have to be reported (although employees could report them if they want).

On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the company must be dutifully reported.

Detailed investigation may include interviews, photographs, training/document reviews and preparation of a written report for all serious accidents and incidents.



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Employees are obliged to report any of the following. These include but are not limited to::

- Pulled Muscle, Back Strain
- Damage to the head, skull and face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
- Broken or dislocation of limbs that hinder functionality and movement
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases
- Any other injury that requires hospitalization or medical care

Employees are required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Slippery surfaces
- Malfunction equipment
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames
- Trailing electrical leads

When an employee witnesses or is involved in an incident they must report it to their immediate supervisor, (personally, in writing or by phone if the accident occurred remotely) or through an online system if applicable, within one day.

If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors as soon as possible so the accident can be prevented.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

Incident Reporting Steps

1. When an employee witnesses or is involved in an incident they must report it to their immediate supervisor.
2. Depending on the incident, employees are required to complete and submitted an Incident Report form to West Limerick Independent Living promptly.
3. The accident and any sustained injuries must be recorded to an accident file.
4. The Service Coordinator responsible must initiate an investigation or request an investigation from authorities if appropriate.



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The employee who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information in the incident report form as accurately as possible on the following:

- The place of the accident
- The date and time, the accident occurred
- The people involved or injured
- Details of what occurred
- Their position or involvement in the accident
- Their actions immediately after the accident

Disciplinary Consequences

The company places great importance in this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident they must report it immediately to minimize legal repercussions.

This accident reporting policy has been designed with your best outcome in mind. Failure to follow West Limerick Independent Living's accident reporting policy could result in a written warning, suspension or dismissal.