

**REPORTING PROCEDURE FOR ACCIDENT,
DANGEROUS OCCURRENCE, NEAR MISS**

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1. POLICY

Dublin Institute of Technology (DIT) is committed to reducing accidents and dangerous occurrences. This procedure is in place to ensure that all accidents, dangerous occurrences and near misses are recorded and to allow for accurate analysis and systematic investigation to identify measures to prevent recurrence, where required.

2. SCOPE

This procedure applies to all staff, students and campus users.

3. DEFINITIONS

3.1. Accident: means an unplanned event resulting in injury or death arising on the premises or in the course of employment.

3.2. Consequence: Outcome of an event affecting objectives (ISO31000)

3.3. Dangerous Occurrence: means an occurrence listed in the 2016 *Safety, Health and Welfare at Work Regulations* for reporting of accidents and dangerous occurrences which occurs at any place of work

3.4. Event: Occurrence or change of a particular set of circumstances.

An event can be one or more occurrences, and can have several courses.

An event can sometimes be referred to as an “incident” or an “accident”.

An event without consequences can also be referred to as a “near miss”, “incident”, “near hit” or “close call”. (ISO31000).

3.5. Near Miss: an event that, while not causing harm, has the potential to cause injury or ill health (HSG245)

3.6. Personal injury: includes any injury, disease, disability, occupational illness or any impairment of physical or mental condition and any death that is attributable to work, the premises or the accident.

4. PROCEDURE

4.1. All accidents, dangerous occurrences and near misses must be reported promptly to the Health and Safety Office using the appropriate form available on the website www.dit.ie/safework. They must also be reported to the relevant line manager/supervisor/head of function.

4.2. Guidance on the completion of these forms is available from the Health and Safety Office (sinead.m.collins@dit.ie) or from the following link: [HSAGuidance](#).

4.3. The incident report form is completed by the person to whom the incident was reported.

4.4. The Health and Safety Office will instigate investigation where appropriate and will inform the Health and Safety Authority (HSA) if required.

- 4.5. The injury of any employee as a result of an accident while at work or whilst driving a vehicle in the course of work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the HSA.
- 4.6. The injury of any employee or member of the public, as a result of an accident at a place of work/work activity which requires treatment from a medical practitioner or treatment in a hospital/medical facility must be reported to the HSA.
- 4.7. Diseases, occupational illnesses or any impairments of mental condition are not reportable to the HSA.
- 4.8. Fatal accidents must be reported immediately to the HSA or Gardaí. Subsequently, the formal report should be submitted to the HSA within five working days of the death.
- 4.9. Non-fatal accidents or dangerous occurrences should be reported to the HSA within ten working days of the event.
- 4.10. All fatal accidents reported to the HSA are investigated by Inspectors and the place where the accident occurred should not be disturbed. Access to the area should be restricted and items should not be removed. Steps can be taken to secure the safety or health of any person.
- 4.11. The Health and Safety Office will ensure that records of all reported accidents and dangerous occurrences are kept for a period of ten years.

5. REVIEW

This procedure will be reviewed as required at least on annual basis and its effectiveness will be further reviewed as part of the post event process.

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