

## Trueblue Nurses Accident and Incident Reporting Policy and Procedure

### Purpose:

To comply with statutes, regulations, and quality standards

To ensure that accidents and incidents are recorded and analysed in order to satisfy health and safety requirements and provide information for the minimisation of risks.

**Policy:** Accidents which cause injury to any person on the organisation's premises or employees on duty but not on the premises, or Clients at any time, will be recorded to promote analysis and management of risks.

### Procedure:

In the event of an accident, or an incident (e.g. a 'near miss'), an accident form should be completed and immediately submitted to the Registered Manager, who, after review of the facts, will take those actions necessary to minimise danger of the same accident/incident in future. These actions should be noted on the form. The progress of the treatment of any injury must also be recorded, together with any final outcomes evident at the time of completion and transmission of the form. The Registered Manager will sign the form on completion of the investigation in order to denote that they have discharged their responsibility.

After the accident/incident investigation and all matters concerned with are complete, a copy of the signed accident/incident form should be placed in the personal file of any person(s) affected by the accident, and the original placed in the accident book at the Trueblue Nurses office.

The Registered Manager is responsible for the recording of accidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985).

- ensuring that this policy and procedure is followed

- ensuring that all accidents which result in absence from work for more than seven (not including the day of the accident) are reported in writing within 7 days to the Health and Safety executive.

- ensuring the following are notified to the HSE by telephone without delay - fatal injuries, major injuries, specified dangerous occurrences.

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