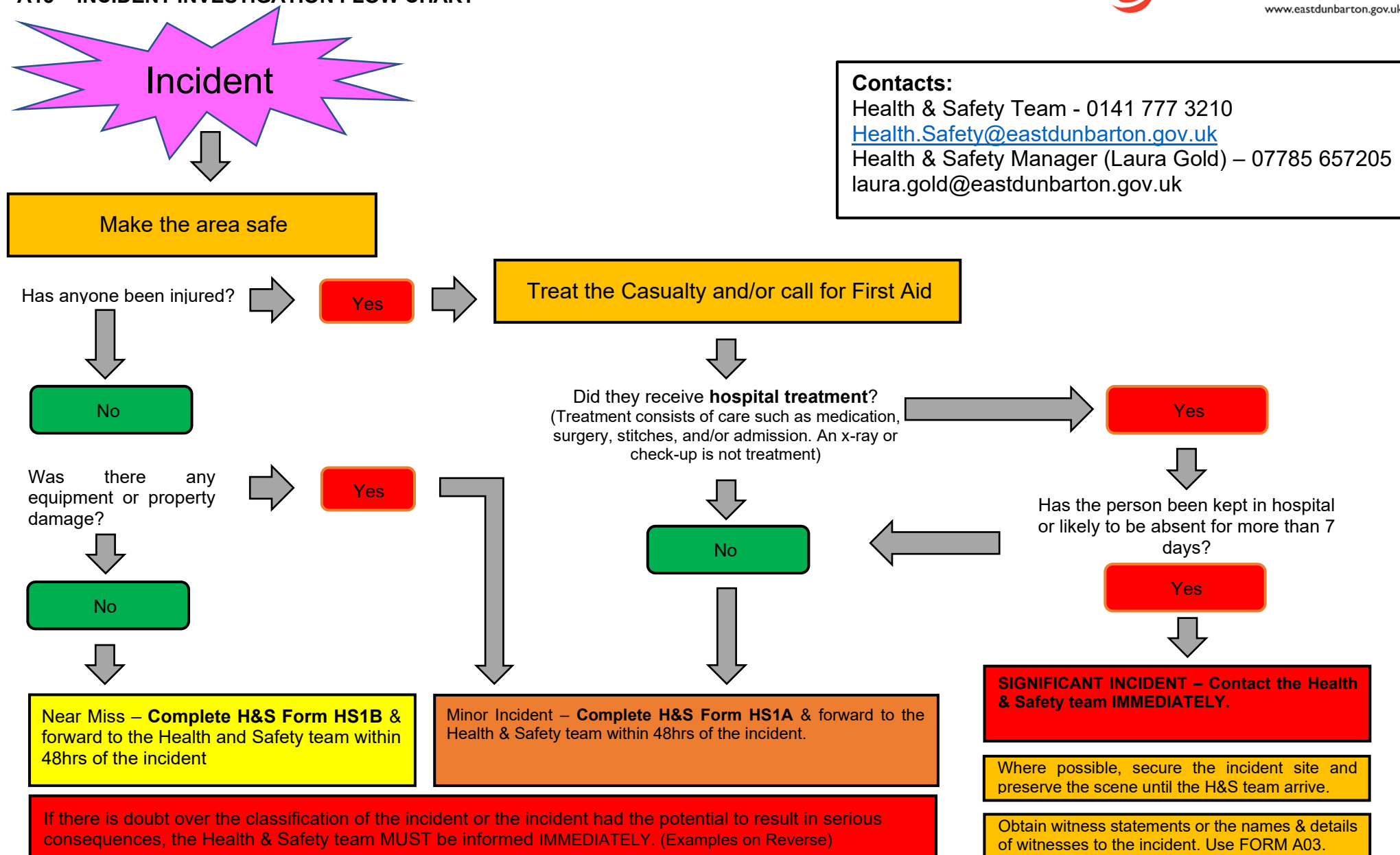


A13 – INCIDENT INVESTIGATION FLOW CHART



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Examples of significant accidents or incidents are, but not limited to the following:

- Falls from height,
- Scaffolding failure,
- Utility service strike (Gas, Electric, Water),
- Gas incident,
- Injury to member of the public or school pupil resulting in hospital treatment,
- Employee injury requiring immediate hospital treatment,
- Fire and explosion (arson and accidental),
- Exposure to known asbestos,
- Overturned, or failure of plant or machinery,
- Failure of falsework and formwork,
- Excavation collapse,
- Lifting operation failure,
- Sub-contractor injury or significant incident,
- Road traffic accident involving employee and/or members of the public and council property or vehicles.

Notes:

In determining whether an incident is significant or not, the worst potential consequences of the adverse event must be considered (eg a scaffold collapse may not have caused any injuries, but had the potential to cause major or fatal injuries).

In a minor incident investigation, the relevant line manager will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences, if the line manager requires assistance, the health and safety team should be contacted.

A minor incident investigation will involve a short investigation by the relevant supervisor or line manager into the circumstances and immediate, underlying and root causes of the adverse event, to try to prevent a recurrence and to learn any general lessons.

A significant incident investigation will involve a more detailed investigation carried out by the health and safety team and will look for the immediate, underlying and root causes.

In addition to accidents, there is great value to be gained in investigating near-misses and undesired circumstances, especially similar near misses that happen regularly: it is often only a matter of luck that such incidents do not result in serious injuries or loss of life.

If there is any doubt over the classification of the incident, the Health & Safety team **MUST** be informed **IMMEDIATELY**.