



What is an Accident Book used for?

An Accident Book is used on construction projects to record details of any accidents or 'dangerous occurrences', however small. A 'dangerous occurrence' is an incident with the potential to cause harm. Companies are legally required to have this on sites with 10 or more employees, and an accident book is a requirement of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR). In addition, registered gas fitters are required to report poor and dangerous gas installations.

What details should be included in the Accident Book?

- When the accident happened (Date & Time)
- The name of the person injured
- The witnesses
- The type of injuries
- The cause and circumstances of the accident (how it happened)

What is a 'reportable injury'?

The law changed in 2012, saying that an occupational injury should be reported if they are unable to work for more than 7 days. There is no longer a requirement to report occupational injuries that result in them unable to work for more than 3 days, though a record must still be kept. Specific injuries need to be reported. These include:

- Fractures (not including fingers, thumbs and toes)
- Amputations
- Injury likely to lead to reduction or loss of sight
- Crush injury to the head of body causing internal damage
- Serious burns which cover more than 10% of the body, or damage to the eyes or vital organs
- Scalping which requires hospital treatment
- Loss of consciousness caused by head injury
- Hypothermia or heat-induced illness or an injury which requires resuscitation or admittance to hospital for over 24 hours
- Injuries to non-workers - this should be reported if they result in the injured person being taken directly to hospital
- Occupational diseases, including carpal tunnel syndrome, severe cramp of the hand or arms, occupational dermatitis, occupational asthma and occupational cancer among others.

When should the report be made?

The details should be entered into the Accident Book as soon as possible, and it must be received within 10 days of the incident or within 15 days for accidents resulting in the worker being unable to work for 7 days. Records are submitted via an online reporting system from the RIDDOR report page on the HSE website. Fatalities and major injuries can be reported by phone to the HSE.

Why do we have an Accident Book?

The two main purposes of the Accident Book include being used as evidence in case of legal claims (such as compensation) and being used by employers to improve their health and safety standards.

What if I want to make a claim?

If you have been injured through a work accident, the time limit for making this claim is three years. However, there is a smaller chance for success the longer the period between the claim and the injury. If your injury is not reported in the Accident Book, this does not necessarily mean that you will not be able to make a successful claim. You will be able to use the evidence of witnesses to your injury, hospital records and other reports that will help support your account of the accident. You are also able to report the accident on the behalf of your employer.

What else should be done after an accident?

According to RIDDOR, more serious incidents should be reported to Health and Safety Executive (HSE), local authorities and the Office for Rail Regulation (ORR) **as well as** being reported in the Accident Book. These include:

- Any injury that stops an employee doing their normal work for a period of 7 or more days
- Major injuries such as broken arms, legs, etc.
- Fatalities
- Disease
- Dangerous instance such as machinery breaking, scaffolding collapsing and other appliances causing damage

Where should the Accident Book be kept?

The information contained in this book should be kept in an accessible location on site, with a nominated person responsible for accident reporting. The information should be kept confidential, and the accident books may have removable pages to ensure this. It is a legal requirement that the information in the book is stored safely for three years.