
ACCIDENT REPORTING POLICY STATEMENT

It is **A McKie Building & Engineering Services Ltd** policy to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Railway Group Standard GE/RT 8047.

In addition, all incidents, which result in first aid treatment being required, will be recorded and investigated in an attempt to prevent a recurrence. Employees are to report all such occurrences immediately after treatment, ensuring that an entry is made in the B1510 Accident Report Book regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then a representative or manager is to make the entry.

Accidents will be classified as Minor, and No Shown Next Shift, "Over Three Day" reportable, or Major reportable in line with the above Regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority. All accidents, incidents and near misses will be advised to the client and Network Rail, internally investigated and reviewed for lessons to be learned.

A McKie Building & Engineering Services Ltd will co-operate with any investigation carried out by the client, Network Rail, the Health & Safety Executive or British Transport police.

All employees are, when required, instructed in the specific reporting procedures and the appropriate records relating to different types of accidents, incidents and also, if occurring, near misses.



Archie McKie
Managing Director
A McKie Building & Engineering Services Ltd

Dated: 23 June 2011