



05/01/2026

Accident Reporting Policy & Procedure

Requirement: To ensure accidents are managed and reported accordingly

Purpose: The company is committed to enforce all **Health and Safety guidelines** to avoid such occurrences and expects employees to comply.

Demonstration: Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

Sharp Skips Event of Accident reporting company policy is designed to outline the purpose and procedure for reporting any on-the-job accidents.

However, accidents are sometimes inevitable.

What should be reported under the Accident Reporting Policy?

The company encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the company (e.g. the breaking of a drinking glass) do not have to be reported (although employees could report them if they want).

On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the company must be dutifully reported. Employees are obliged to report any of the following immediately / as soon as is reasonably possible:

- Fatalities
- Damage to the head, skull and face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Fractures, broken bones, loss of limb (s)
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases
- Any other injury that requires medical treatment or hospitalisation

Near misses must be reported by employees as soon as possible with no fear of retribution.

SHARP BROTHERS (SKIPS) LTD

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BANK DETAILS

Sharp Brothers (Skips) Ltd

SORT: 20-72-89

ACCOUNT NO.: 00278807

Barclays Barking Central Branch



REGISTERED WASTE CARRIER NO: CBDU64659 VAT REG NO: 756 4862 90

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames

Procedure

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees who were injured while performing their duties or other people that were on company premises or vehicles.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

When an employee witnesses or is involved in an incident they must report it to their immediate supervisor / Manager (personally, in writing (text) or by phone, landline if the accident occurred remotely). If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisor or manager as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted.

The accident and any sustained injuries must be recorded to an accident database or file.

The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.

The employee who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information in the incident report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident
- The people involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident

See Flow Map Bottom

Management Action (Site / Vehicular)

Follow Emergency Process if necessary

Retrieve as much information as possible from the employee involved in the accident.

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Obtain photographs or video evidence of the accident (on road using the road hawk camera located inside the driver's vehicle if possible) from site CCTV.

Contact the emergency services / police if necessary.

Contact insurance, asking the driver to complete a verbal statement and submitting supporting evidence including details, photographs and video.

If frequent accidents occur from one driver, the Transport Consultant (Ian Humphrey) will be required to check test the driver to ensure he / she is driving safely.

If one accident is serious enough to warrant police involvement or the Transport Manager feels the accident could have been avoided, the Transport Consultant (Ian Humphrey) will be required to check test the driver to ensure he/she is driving safely.

Disciplinary Consequences

The company places great importance in this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident they must report it immediately to minimize legal repercussions.

This Policy and Procedure is:

- Documented and reviewed
- Retained
- Communicated

Implementation

This Policy / Procedure shall be effective immediately from the date of signature.

Review Date

This Policy will be reviewed annually but may be subject to change due to legislation or events before that time line in which case the relevant information will be included thereon

Signed *Terence Sharp*

Position Managing Director

Date 05/01/2026

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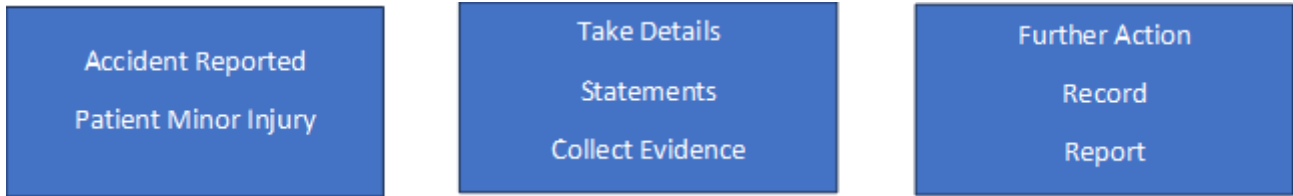


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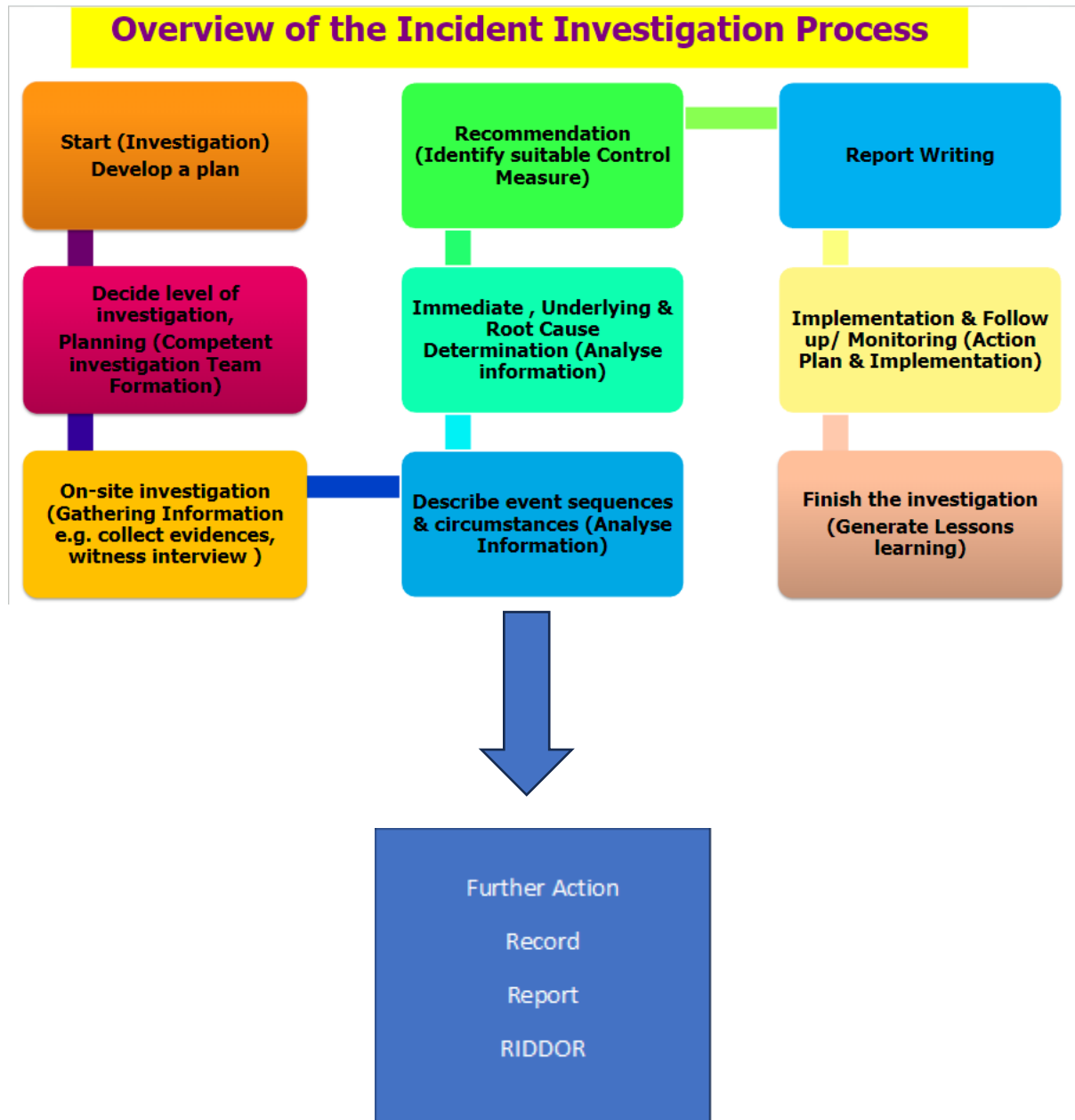


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Minor Accident



Major Accident



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