

Recording and Reporting Injuries or Illnesses

Guidance for union health and safety representatives

Recording injuries

Any injury at work – including minor injuries – should be recorded in your employer’s accident book. All employers (except for very small companies) must keep an accident book. Recording injuries helps the employer to see what’s going wrong and take action to stop any further injuries. The accident book also provides a useful record of what happened in case a worker needs to claim compensation later on.

The HSE produces an accident book that employers can purchase although they can use their own so long as it complies with the recording requirements.

Reporting injuries, illnesses and dangerous occurrences

Your employer must report serious work-related accidents, diseases and dangerous incidents to the Incident Contact Centre of the HSE or by email on 0845 300 99 23. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on employers to report:

- work-related deaths
- major injuries – this includes most fractures, amputations, or where a person has to be admitted to hospital for more than 24 hours
- over-seven-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days
- injuries to members of the public or people

not at work where they are taken from the scene of an accident to hospital

- certain work-related diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

Once the event is reported to the HSE Incident Contact Centre the employer is sent a copy of the information recorded.

The information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise and to investigate serious incidents.

How soon must the employer report?

In cases of death, major injury, or dangerous occurrences, the employer must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on the number above. Cases of over-seven-day injuries must be notified within ten days of the incident occurring.

Cases of disease should be reported as soon as a doctor notifies the employer that an employee suffers from a reportable work-related disease.

Record-keeping by the employer

The employer must keep their own record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease. The information can

be kept in any form the employer wants such as a written log or copy of the accident book entry, along with the confirmation from the Incident Contact Centre.

Health and safety representatives' right to information

A union health and safety representative is entitled to see any records kept by the

employer on any injuries, diseases or dangerous occurrences. However, if an employee does not agree to disclose their personal details, the employer can anonymise the information, but they must still inform you of the details.

Health and safety representatives should ensure that their employer provides them with regular reports from the accident books and also of any reported incidents. It is also good practice to have these reports on the agenda of each safety committee meeting.