

Accident, incident or near miss occurs



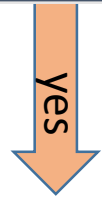
Medical treatment required?



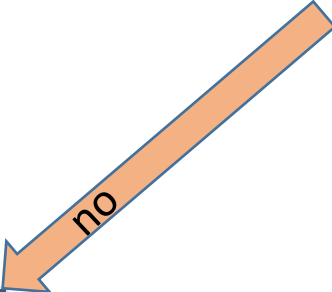
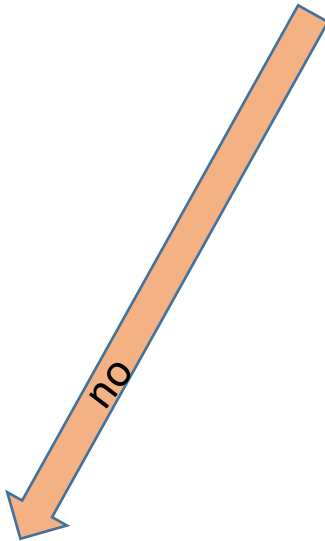
Call First aid or security



Further medical treatment required



Call Emergency Services and inform security



Notify Manager or Supervisor



Complete an accident/incident form, this is called an Event Notification Form (ENF).  
Send to Safety Services as soon as possible (within 3 day, this includes all non-working days).  
*Time is critical as some accidents may need reporting to the HSE, this includes any 7 day or more absence from work due to the accident/incident*



Start an accident investigation as soon as possible and send your completed report to your DSE Health, Safety and Compliance Officer



Recommendations from the accident investigation must be implemented to prevent any reoccurrence



All accidents/incidents/near miss reports, investigations and recommendations are monitored via local and Directorate H&S Committees