

## REPORTING WORKPLACE INJURIES

If you are injured while you are at work you **MUST** report the incident. An injury could be a minor cut, strain or sprain or possibly bruising, or could be something much more serious.

### You can report the injury by:

- Informing your Supervisor or Foreman
- Reporting the incident to your Manager
- Reporting the injury to a First Aider (local site rules may accommodate this)

You should always report the injury as soon after the incident as you become aware of it. Normally this will be straight away, and in any case before the end of the shift.

Sometimes an apparently minor injury can, with time, become more painful and debilitating so that it could even result in your having time off work. This means that it is absolutely essential that you report the matter as soon as possible and before the end of your working shift.

You should also enter the details about the injury into the site Injury Book. You can make the entry yourself, or arrange for someone to do so on your behalf.

The site Injury Book is normally kept in the site office; your Manager will explain where it is located.

If your injury is so bad that you need to have time away from work, then you **MUST**:

- contact your Manager by telephone on the first day of absence, before 10.00am if possible
- let your Manager know the reason for your absence
- explain the circumstances of the injury incident if asked, and identify anyone who was with you at the time who may have witnessed the incident
- let your Manager how long you are likely to be absent from work.

Your Manager can arrange other work for you if your injuries mean that you cannot undertake your normal duties. You may be asked if you could do alternative work.

If your injuries are such that you are unable to contact your Manager then you should arrange for someone else to do so on your behalf.

When you have recovered and are able to return to work you will be asked to attend a 'return to work' interview with your Manager. The purpose of this is to understand the circumstances of the injury and any lessons that could be learnt, and to establish if you are fit for normal duties.

If you are a contractor working on site, or working from the site (such as a contract haulier), then you must report all injuries to the Unit Manager (or Plant Supervisor in the case of Concrete and Mortar), as soon as you become aware of the injury, and no later than the end of the shift during which the injury occurred.

Contract hauliers injured offsite should report the circumstances to the controller of the site where they were at the time, and report to the Unit Manager for the site where they are based.

All road traffic incidents occurring while at work that result in injury should be reported to the Unit Manager in the case of employees, or to the Transport Manager in the case of contract hauliers.

**If an incident occurs that results in severe or fatal injuries, then the site should not be disturbed, other than to make it safe, until the Health and Safety Executive (and Police for fatal injuries) have been informed and have given their permission.**



*Remember – you may not get a second chance.*

*Always make yourself safe.*

**QUESTIONS – (there may be more than one correct answer)**

		<b>A</b>	<b>B</b>	<b>C</b>
<b>1</b>	<b>Do all injuries at work need recording?</b>	No – it's only a bruise	No - the injured person is a contractor	Yes
<b>2</b>	<b>When do you report an injury?</b>	The same day	Within 24 hours	Straight away
<b>3</b>	<b>Where are the injury details entered?</b>	A notebook	Electronically	Site Injury Book
<b>4</b>	<b>Do all road traffic incidents need to be reported in the Injury Book?</b>	No – unless it results in an injury	Yes	Only if it was your fault

