
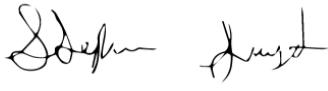
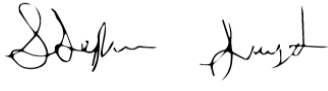




**Accident & Incident Reporting
Standard Operating Procedure
QEHS P 016 (V3)**

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	26/07/2023
Reviewed by		Director	26/07/2023
Approved by		Director	26/07/2023

COMPANY PROPRIETARY INFORMATION

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Date	Version	Context	Initial
24-05-2021	1	Procedure implemented into Management System	KR
20-06-2022	2	Cover page changed and ISO logos added. Some changes to wording and format	BG
26/07/2023	3	Removed subcontractor from reporting of Accident & Incidents	BG

P 016 Accident & Incident Reporting SOP

Quality, Environment, Health & Safety

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1.0 Introduction/Purpose

This procedure describes the method for reporting accidents/incidents that may occur relating to the business activities of Evergreen Fields Ltd.

2.0 Scope/Application

This procedure applies to all relevant business activities/sites that Evergreen Fields Ltd. operate in. It also applies to the business activities of its suppliers and contractors.

3.0 Reference Documentation

Reference	Document Title	version
	Safety Statement	2
S.I. 370 of 2016	Safety, Health & Welfare at Work	
QEHS F 016a	Accident/Incident Report Form	2

4.0 Terms and Definitions

Term	Definition
Document	Information & supporting medium
Procedure	Specified way to carry out an activity or process
Quality manual	Document specifying the QEHS management system
Record	Document stating results or data relating to activities performed
Specification	Document stating requirements

5.0 Responsibility

The management representative will establish and review this procedure.

Evergreen Fields Ltd. senior management will work with the management representative to implement it.

Evergreen Fields employees, subcontractors and visitors must follow this procedure and complete the Accident/Incident Report QEHS F 016a

NOTE: Employers, self-employed, landlords, owners and tenants all have a duty to report accidents and dangerous occurrences to the Authority or Evergreen Fields Ltd. management.

6.0 Process

The Accident/Incident Report Form QEHS F 016a should be completed as soon as practical after the occurrence of an accident/incident.

In most circumstances, the person/s involved will fill out the above form. Where this is not possible, other employees or persons may fill out the form.

Once completed, the report form should be passed immediately to a senior management of Evergreen Fields management.

The senior management of Evergreen Fields Ltd. must:

- note that the accident/incident has occurred.
- ensure that the report form has been completed fully and correctly.

The senior manager is required to sign and date the appropriate section of the Accident/Incident Report Form, in the presence of the person/s who completed the form (a copy must be given to the person/s).

The senior manager is required to present the report to the Evergreen Fields Director who is required to, where applicable, report the accident/incident to any relevant Authority.

6.1 Reporting to Irish Water

Any accident or near miss experienced by Evergreen Fields staff or its subcontractors while performing duties for Irish Water etc. shall be communicated to the relevant contract manager as soon as practically possible by telephone and subsequently in writing within three working days.

- Any fatal and non-fatal injuries will be reported. Diseases, occupational illnesses, or any impairments of mental condition are not reportable.
- Fatal accidents must be reported immediately to the Authority (HSA) or Gardai. Subsequently, the formal report should be submitted to the Authority within 5 days of the death.
- Non-fatal accidents or dangerous occurrences must be reported to the Authority within 10 working days of the event.
- The injury of any employee as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than 3 consecutive days, excluding the day of the accident, must be reported.

Potential OH&S risks observed by Evergreen Fields staff or its subcontractors at Irish Water facilities shall also be reported to site manager and Evergreen Fields management representative.

6.2 Reporting to Health & Safety Authority

Evergreen Fields will fulfil its statutory obligations for the reporting of accidents and dangerous occurrences by complying with the following requirements:

Accident Reporting Situations

There are three situations in which an accident should be reported:

- Arising in the course of employment which results in personal injury to an employee carrying out the work activity.
- Arising in the course of employment which results in personal injury to an employee who was not doing the work that is the subject of the accident.
- Arising from a work activity which results in personal injury. This could be an injury to a non-employee or member of the public.

6.3 Reportable Dangerous Occurrences

A reportable 'dangerous occurrence' means an occurrence arising from work activities in a place of work that causes or results in:

- The collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment.
- The collapse or partial collapse of any building or structure under construction or in the use as a place of work.
- The uncontrolled or accidental release, the escape or ignition of any substance.
- A fire involving any substance
- Any unintentional ignition or explosion of explosives.

Refer to the '*Guidance on the Safety, Health & Welfare at Work (Reporting of Accidents & Dangerous Occurrences) Regulations 2016*' for prescribed dangerous occurrences which must be reported to the Authority.

6.4 Preserving the Scene of a Fatal Accident

When employers or others notify the Authority of a fatal accident in a workplace they should, if they have control of the scene of the accident, discuss with an inspector of the Authority the extent to which the scene is to be maintained. The Gardai will ensure that the scene is left undisturbed until the inspector commences an investigation. Where appropriate, access should be restricted, and items should not be removed. Employers may, however, take such steps as are necessary to make the scene safe.

6.5 Records

All completed Accident Report Forms will be kept at Evergreen Fields Ltd. Head Office for inspection. All records in relation to accidents and dangerous occurrences shall be kept for a period of 10 years.

7.0 Review

This document is to be reviewed on an annual basis or as required by senior management.