REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES


Reporting accidents and ill health at work is a legal requirement. The information enables us to identify where and how risks arise and to investigate serious accidents. We can then help you and give you advice on how to reduce injury, ill health and accidental loss.

WHAT ARE MY DUTIES? If you are an employer, or are self-employed, or are in control of work premises you will have duties under the Regulations.

Immediate notification

- If anybody dies or is seriously injured in an accident in connection with your business (see Appendix 1)
- If there is a dangerous occurrence such as an over-turned crane or a burst pressure vessel (see Appendix 2)

You must notify the Health and Safety at Work Inspectorate of the Department of Infrastructure as soon as possible (normally by ‘phone). Tel: (01624) 685881

Reporting

- If anybody is off work for more than three days as a result of an accident at work (not counting the day of the accident but including any days which would not have been working days e.g. Saturday and Sunday)
If you have had to notify any death, serious injury or dangerous occurrence
- If a specified occupational disease is certified by a doctor (see Appendix 3)
You must send a report to the Inspectorate within 7 days

Record Keeping
You must keep a record of any accident, dangerous occurrence or case of disease required to be reported.

A photocopy of each completed report kept in a file will suffice as will an entry about an injury in a DHSS Accident Book (B1 510) kept by an employer for social security purposes

WHICH REPORT FORM MUST I USE?
- Form F2508 - for reporting accidents and dangerous occurrences.
- Form F2508A - for reporting cases of disease.
- Form F2508G - for reporting flammable gas incidents and dangerous gas fittings

These forms are available to download by selecting the links above or by completing and submitting the online e-form on the Accident Reporting page.

WHERE DO I SEND THE REPORT?
Health & Safety at Work Inspectorate
Department of Environment, Food and Agriculture
Thie Sliau Whallian
Foxdale Road
St. John's
IM4 3AS

WHERE CAN I GET MORE INFORMATION?
If you have any questions, for example on reportable accidents or dangerous occurrences or any other health and safety matter, contact the Inspectorate who will be pleased to advise you.
APPENDIX 1: LIST OF SERIOUS INJURIES

1. Fracture of the skull, spine or pelvis

2. Fracture of any bone in the arm or wrist, but not a bone in the hand; or in the leg or ankle, but not a bone in the foot

3. Amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed

4. The loss of sight of an eye, a penetrating injury to any eye, or a chemical or hot metal burn to the eye

5. Injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact

6. Loss of consciousness resulting from lack of oxygen

7. Decompression sickness requiring immediate medical treatment

8. Acute illness requiring treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.

9. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material

10. Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours
APPENDIX 2: LIST OF DANGEROUS OCCURRENCES

(This list summarises each of the dangerous occurrences which are reportable)

1. Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
2. Failure of any load-bearing fairground equipment, or safety arrangement designed to restrain or support passengers
3. Explosion, collapse or bursting of any closed vessel
4. Electrical short circuit or overload causing fire or explosion
5. Explosion or fire causing suspension of normal work for over 24 hours
6. Sudden, uncontrolled release in a building of one tonne or more of:
   - Highly flammable liquid
   - Flammable gas; or
   - Flammable liquid above its boiling point
7. Collapse or partial collapse of a scaffold over five metres high
8. Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, or of a wall or floor in a place of work
9. Accidental release of any substance or pathogen likely to cause death, major injury or other damage to the health of any person
10. Any unintentional ignition or explosion of explosives
11. Failure of any freight container in any of its load-bearing parts
12. Dangerous occurrence at a pipeline
13. When a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
14. When a dangerous substance being conveyed by road is involved in a fire or released
15. Malfunction of breathing apparatus while in use
16. Plant or equipment coming into contact with overhead power lines
17. Accidental collision of a train with any vehicle
APPENDIX 3: LIST OF OCCUPATIONAL DISEASES

(This list summarises occupational diseases which are reportable)

- Certain poisonings
- Some skin diseases such as skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer’s lung, pneumoconiosis, asbestosis and mesothelioma
- Infections such as leptospirosis, hepatitis, tuberculosis and anthrax
- Other conditions such as: occupational cancer, decompression sickness and vibration white finger

The full list of reportable diseases, and associated work activities can be found in the Regulations; or by contacting the Inspectorate

Tel: (01624) 685881

Health & Safety at Work Inspectorate
Department of Environment, Food and Agriculture
Thie Slieau Whallian
Foxtale Road
St. John’s
IM4 3AS