



TOOLBOX TALKS

ACCIDENT & NEAR MISS REPORTING

If you are injured at work, you must report the accident to your workplace as soon as possible. Every workplace will have their own process and reporting system for accidents. Do you know how to report an accident in your workplace?

It is important to familiarise yourself with what your company's procedures are.

WHAT IS AN ACCIDENT?

'Accident' is an unplanned or uncontrolled event that resulted in harm.

Accidents are generally caused by unsafe acts, unsafe conditions, and failure to follow instructions; or a combination of all.

WHY REPORT?

Accident reports provide answers to the question of what, where, when, who, how.

Reporting all workplace injuries is important, because what seems minor at the time can get worse and lead to long term injury or illness.

Failure to report can also lead to other workers being exposed to the risk of a similar accident happening to them.

Reporting allows investigations to take place to help identify causes and take actions to prevent recurrence.

Employees have a legal responsibility to take reasonable care of their own health & safety and the health & safety of others.

WHAT IS A NEAR MISS?

A near miss is defined as an incident that occurs but doesn't lead to injury, illness, or damage but had the potential to do so.

Near misses should always be reported and recorded.

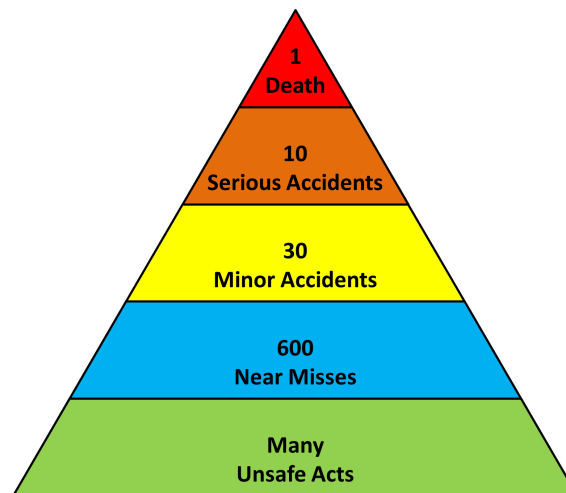
You should provide a summary on what happened, where when and how it happened. This will help identify the risks and what risk needs to be dealt with first.

A reported near miss can identify hazards and provide helpful details about work conditions, work procedures or worker actions that may cause serious harm in the future.

When you record and investigate a near miss, you can learn from it, and avoid possible injury, incidents, and accidents by taking action.

NEAR MISSES LEAD TO SERIOUS ACCIDENTS

Studies show that there are many more unsafe acts and near misses in workplaces than there are accidents resulting in injury. The pyramid below illustrates this and shows how non-injury events support more severe incidents occurring.



While the underlying or root cause of these events is the same, the outcome or severity is often a matter of chance. The incidents at the top of the pyramid, resulting in fatality or serious injury can occur at any point amongst the number of near misses.

Therefore, it is important to report the near misses immediately so that remedial action can be taken to prevent serious incidents occurring.