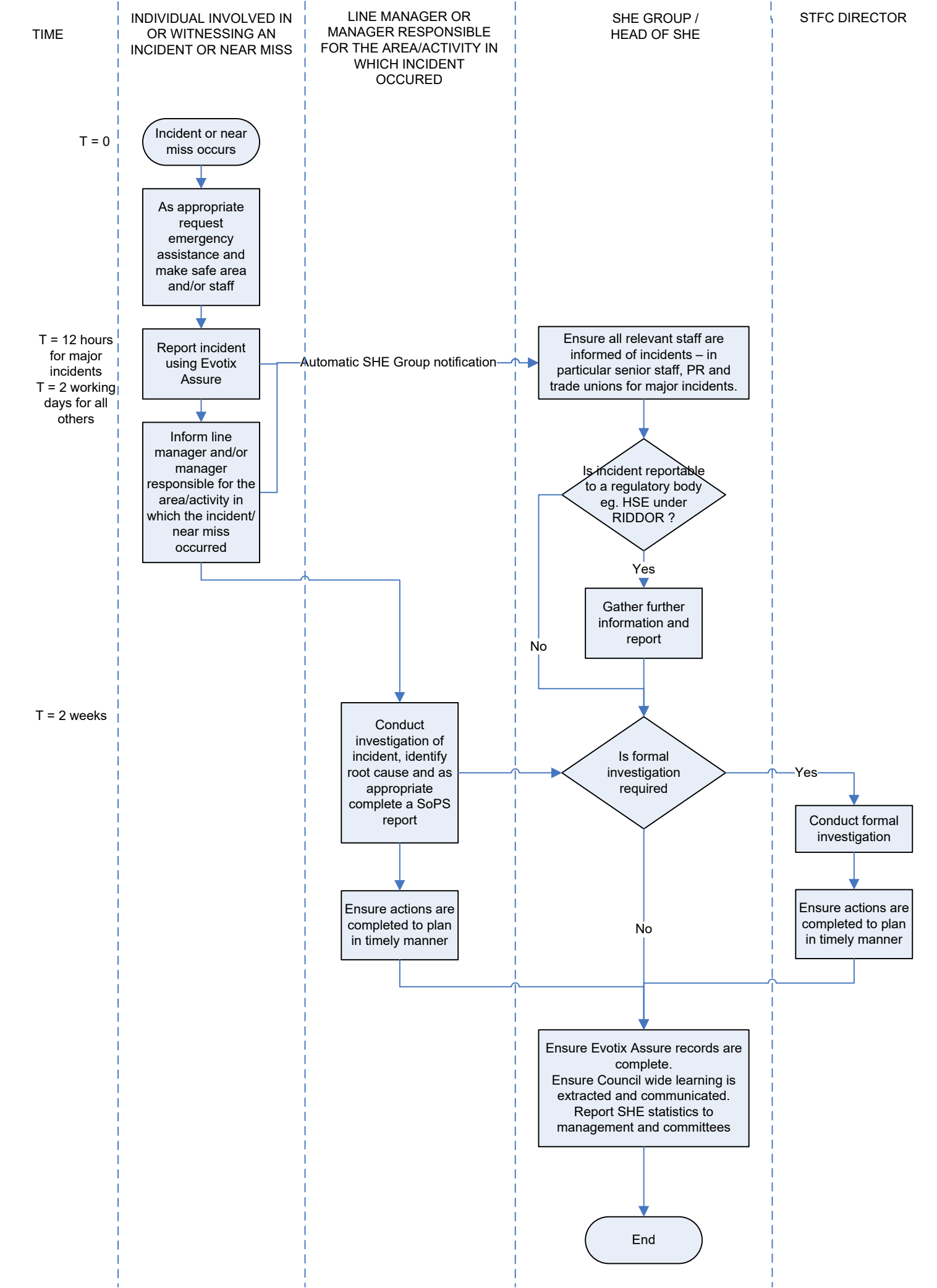
TIME
INDIVIDUAL INVOLVED IN OR WITNESSING AN INCIDENT OR NEAR MISS
LINE MANAGER OR MANAGER RESPONSIBLE FOR THE AREA/ACTIVITY IN WHICH INCIDENT OCCURED
SHE GROUP / HEAD OF SHE
STFC DIRECTOR
T = 0
Incident or near miss occurs
As appropriate request emergency assistance and make safe area and/or staff
T = 12 hours for major incidents
T = 2 working days for all others
Report incident using Evotix Assure
Automatic SHE Group notification
Ensure all relevant staff are informed of incidents – in particular senior staff, PR and trade unions for major incidents.
Inform line manager and/or manager responsible for the area/activity in which the incident/ near miss occurred
Is incident reportable to a regulatory body eg. HSE under RIDDOR ?
Yes
Gather further information and report
No
T = 2 weeks
Conduct investigation of incident, identify root cause and as appropriate complete a SoPS report
Is formal investigation required
Yes
Conduct formal investigation
Ensure actions are completed to plan in timely manner
No
Ensure actions are completed to plan in timely manner
Ensure Evotix Assure records are complete.
Ensure Council wide learning is extracted and communicated.
Report SHE statistics to management and committees
End