

Checkpoint	Notes	Comply Y/N
<p>1. Is there a documented procedure for the process? Is it controlled? (4.4.4 & 4.4.5)</p> <p>2. Is the procedure defined for:</p> <ul style="list-style-type: none"> - Accident/Incident Reporting - Investigation of any issues - Corrective Actions - Closure of actions and verification of effectiveness <p>(4.5.3)</p> <p>3. Are records of accidents/incident recorded and are records maintained?</p> <p>For how long are records retained for? Note: check 3 years retention for any RIDDOR? (4.5.4)</p> <p>4. Are key people aware of accident reporting procedure & have they been trained? (4.4.2)</p> <ul style="list-style-type: none"> - Managers?..First Aiders? <p>RIDDOR Regulations 1995</p> <p>5. Does the procedure define the requirements for reporting under RIDDOR? Review records to ensure compliance?</p> <p>6. Does the procedure ensure that dangerous occurrences are reported under RIDDOR?</p> <p>7. Check that all accidents and incidents have been reported.</p> <p>How is 3 day lost time is calculated for any RIDDOR (exclude day of accident but include rest days?).</p> <p>8. Are accident and incident issues discussed at the H&S reps team meeting? (4.4.3.2)</p> <p>9. Are accident and incidents communicated to the organisation as required? (4.4.3.1)</p> <p>10. Is accident/lost time data reviewed at management reviewed?</p> <p>Have any trends been identified as a basis for improvement? (4.6)</p>		