

CORPORATE SAFETY COMMITTEE - 22ND JANUARY 2004

SUBJECT: NEW HSE ACCIDENT BOOK

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. INTRODUCTION

- 1.1 The Health and Safety Executive (HSE) have introduced a new Accident Book - Approved by the Information Commissioner.
- 1.2 This new publication will help employers to comply with the Data Protection Legislation.
- 1.3 The new publication, the HSE Accident Book (BI510) has been revised as most existing accident books allow personal details and information to be seen by anyone reading or making an entry in the book.
- 1.4 The previous version, produced by the Department of Works and Pensions (DWP) and other similar books do not comply with the Data Protection Act 1998 (DPA).
- 1.5 In revising the Accident Books, DWP has passed responsibility for production to the HSE.
- 1.6 The new design allows for accidents to be recorded, while details of individuals can be stored separately in a secure location.
- 1.7 In addition to recording accidents, the new book also contains useful information on first aid and how to manage health and safety information to help to prevent accidents from happening in the first place.
- 1.8 The new Accident Book which will be enforceable must be introduced by 1st January 2004.
- 1.9 This Accident Book should not be substituted for the Caerphilly County Borough Council Corporate Accident Report Forms.

2. Members are asked to note this report.

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