



CORPORATE HEALTH AND SAFETY COMMITTEE – 13TH MAY 2009

SUBJECT: DRAFT ACCIDENT REPORTING AND INVESTIGATION POLICY AND CORPORATE MANAGEMENT ARRANGEMENTS

REPORT BY: DIRECTOR OF CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the revised and updated new Accident Reporting and Investigation Policy and associated Corporate Management Arrangements.

2. SUMMARY

- 2.1 The Authority currently has in place an Accident Investigation Policy, which was introduced in 1996 and revised in 2001. As no details can be found of previous consultation this document has been treated as a new policy.
- 2.2 Detailed guidance was issued on accident investigation in 2006 and this policy and corporate management arrangements formalised the existing guidance.
- 2.3 The policy (attached as Appendix 1) sets out the Authority's commitment to reporting and investigating work related accidents/incidents and also details individual responsibilities. The corporate management arrangements (attached as Appendix 2) cover the practicalities of recording and reporting accidents and detail the investigation process depending on the level of severity.
- 2.4 This policy and management arrangements have been subject to consultation with the following groups:
- Health and Safety Professionals' Group
 - Corporate Health and Safety Group
 - Management consultation via Directorate Health and Safety Officers
 - Direct Union Consultation
 - HR Strategy Group
- 2.5 Progress of this policy to CMT and Cabinet for final approval is subject to approval from this group.
- 2.6 Following the policy being agreed, the Corporate Health and Safety Unit will provide health and safety policy briefings for managers on the Accident Reporting and Investigation. Accident Investigation training sessions will also be available as required.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted and the policy and corporate management arrangements be agreed or agreed subject to amendments so that the documents can be communicated to managers and employees.

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Gareth Hardacre, Head of People Management and Development
Councillor Allan Pritchard, Cabinet Member for Human Resources and Constitutional Affairs

Appendices:
Appendix 1 Draft Accident Reporting and Investigation Policy
Appendix 2 Corporate Management Arrangements