

TITLE: **Accident, Incident, Near Miss and Close Call Reporting & Investigation**

DEPARTMENT: **Rail Department**

Randstad CPE representatives and candidates must ensure that they understand that all accidents and incidents, including near misses and close calls (see definitions below), must be reported immediately by telephone to the Rail Manager (or to the on-call Randstad CPE representative if out of office hours) The Randstad CPE representative must then submit to the Rail Manager at the first possible opportunity the RANF 5.25 Reporting Form to provide information about what has happened.

This policy will also be adopted with the reporting of events resulting in pollution and or damage to the environment, property and or equipment in accordance with the Randstad CPE Environmental policy. Environmental accidents and incidents will be reported to Network Rail via the client.

Randstad CPE will ensure that all accidents, incidents, near misses or close calls affecting their staff working on Rail projects will be fully investigated in accordance with NR/L2/INV/002. Randstad CPE will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations

Witness statements should be recorded using RANF 5.23 Witness Reporting Form

The SHE Manager is the responsible person within Randstad CPE for the reporting of RIDDOR accidents/incidents. The SHE Manager will report any event/occurrence to the HSE and the ORR in accordance with the RIDDOR regulations.

Randstad CPE will carry out its own investigation in accordance with NR/L2/INV/002 when working on NRMI or S1556 Incident Reporting & Investigation when working on LU. RAAS (UK) Ltd may assist the company in this process. The investigation will be completed using form RANF 5.24 and all supporting documents pertaining to the investigation will be held by the SHE Manager. Agreement as to the conclusion and recommended actions for each investigation will be made jointly between the SHE Manager and the Rail Manager and agreed actions will be tracked to closure. Conclusions will be made available to interested parties, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Randstad CPE will promote a no blame culture and promote the reporting of near misses/close calls or unsafe practices.

All temporary staff working on client sites and offices will complete the client's local accident books.

All records will be kept for a minimum of 6 years and in certain circumstances may be held for up to 40 years and accidents and incidents affecting Randstad CPE temporary staff are discussed at rail meetings.

Definitions:

A Close Call – is an incident that occurs due to an unsafe condition or act that in other circumstances could have resulted in personal injury or damage to plant, machinery, infrastructure or the environment.

An Operational Close Call - are close calls that require an immediate operational response.

A Near Miss – is an incident involving a train or rail mounted plant that has occurred due to an unsafe condition or act which in other circumstances could have resulted in personal injury.

Emergency Arrangements

Staff must ensure that they understand the emergency arrangements (communication methods, contact numbers for Signaller and Electrical Control Room, nearest hospital) for the site prior to starting work. This will be briefed by the client and/or Principal

Emergency communication methods must be identified prior to starting work. If mobile phone is to be used the signal and battery must be checked.

Where an incident occurs on a site controlled by the client and which involves serious and imminent danger to persons or property the client will take control. However, where the client is not available to take control then Randstad CPE staff must manage the situation to prevent loss and injury.

Serious and imminent danger includes potential and actual accidents involving trains and/or death or injury to personnel or members of the public.

Where Randstad CPE staff need to take immediate control of an incident involving serious and imminent danger they must take appropriate action depending on the nature of the incident.

To stop trains and call the emergency services, contact the Signaller. To arrange to have AC or DC power switched off contact the Electrical Control Officer. Preferably, a signal post or Lineside telephone should be used.

All communications with the Signaller and Electrical Control Officer must follow the prescribed communications protocol as described in the Rule Book, and use of the phonetic alphabet.

Do not disturb evidence at the scene of an incident, except so far as is necessary to prevent further injury to any person.

Wait for the arrival of the Rail Incident Officer (and the emergency services if relevant) then work to their instruction.

Do not communicate with the news media. Refer all media to the Network Rail press office.

Do not leave the site unless given permission by the investigating authority, as you may be required as a witness.