

JIMGOS MAINTENANCE LTD

ACCIDENT, INCIDENT, NEAR-MISS REPORTING PROCEDURE AND RIDDOR LOG

Constructionline Gold Compliance Document 15

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
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CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.0	1 August 2026	Initial controlled issue	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Purpose

All injuries, work-related ill health, dangerous occurrences, near misses, property damage and environmental incidents must be promptly reported, investigated and learned from. Reporting is for prevention, not blame.

Immediate actions

- Stop work and make the area safe without creating further risk.
- Call 999 for emergency assistance; provide first aid within competence.
- Preserve the scene/evidence where practicable, except where action is needed to protect people.
- Notify the supervisor and Managing Director immediately for serious events.
- Record basic facts, witnesses, photographs and equipment without speculation.

Internal reporting times

Fatality, specified injury, hospitalisation, gas/electrical event, fire, structural collapse or major environmental incident: immediate telephone escalation. All other accidents and near misses: before the end of the shift or within 24 hours.

RIDDOR decision and reporting

The Responsible Person determines reportability under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 using current HSE guidance. Reportable deaths, specified injuries, over-seven-day incapacitation, occupational diseases, dangerous occurrences and qualifying gas incidents are submitted by the responsible person within applicable timescales. Over-three-day injuries are recorded even where not reportable. Gas engineers must understand the distinct duties relating to dangerous gas fittings.

Investigation procedure

1. Appoint a competent, proportionately independent investigator.
2. Collect facts: people, task, conditions, equipment, competence, supervision, RAMS and changes.
3. Identify immediate, underlying and organisational causes; do not stop at "operator error".
4. Define corrective actions using the hierarchy of control, named owner and due date.
5. Share learning, revise documents/training and verify effectiveness.
6. Close only when evidence demonstrates completion.

Ref	Date/time	Person/event	Location	Type/ outcome	RIDDOR decision/date/ref	Actions/ closure

Retention and confidentiality

Accident book personal data is restricted. RIDDOR records are retained for at least three years from the date made; other records follow the retention schedule and insurance/legal needs. Trends are reviewed quarterly.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026