



This policy is applicable to all rail operatives.

In the event of an accident, incident, near miss or emergency

Follow the client emergency arrangements as instructed prior to commencement of work. Report the accident, incident, near miss or emergency to the client site supervisor/representative. If you are unable to report the occurrence to the client site supervisor/representative, report details to the client control centre. The staff there will ask you for the following details:

- Your name and sponsoring company.
- Date, time and the place of the occurrence.
- Injuries sustained.
- Brief description of the occurrence.

Follow the chain of command.

1. Inform the Company On-Call Manager & Director on **01708 524 739/ 07798 944 449**, who will initiate accident report & investigation process.
2. Ensure that you or someone on your behalf makes an entry into the Site Accident Book.
3. Do not work beyond your competence.
4. Do not interfere with evidence at the scene of an accident/incident.
5. Under no circumstances are you to speak to the press.
6. Do not leave the site unannounced.
7. Copies of all reports/statements must be forwarded to the Company immediately.

This policy will be reviewed annually, or sooner following experience or because of operational or organisational changes.

Signed on behalf of the Company:

Managing Director - January 2020