

	Accident, Incident & Emergency Arrangements Policy	Ref:	POL/12
		Issue Date:	May 2011
		Issue:	2
		Page 1 of 1	

ACCIDENTS, INCIDENTS & EMERGENCY ARRANGEMENTS POLICY

This policy is applicable to all rail operatives.

IN THE EVENT OF AN ACCIDENT, INCIDENT, NEAR MISS OR EMERGENCY THE FOLLOWING RULES ARE APPLICABLE TO ALL RAIL DIVISION OPERATIVES:

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 via trackside telephone to the Network Rail Operator. 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.
1. Follow the chain of command.
 2. Inform the Company On-Call Manager on 0845 4747316 who will initiate accident report & investigation process.
 3. Ensure that you or someone on your behalf makes an entry into the Site Accident Book.
 4. Do not work beyond your competence.
 5. Do not interfere with evidence at the scene of an accident/incident.
 6. Under no circumstances are you to speak to the press.
 7. Do not leave the site unannounced.
 8. Copies of all reports/statements must be forwarded to the Company immediately.

May 2011



Signed: _____

Managing Director