

Accident/Incident/Near Miss/Close Call Reporting Policy

All Accidents, Incidents, including Near Misses and Exceedances are to be reported immediately by telephone to Control. Close Calls can be reported in the same way or by emailing Safety@weedfree.net, this must be done in a timely manner. The Weedfree Ltd representative must then inform the HSQE Team at the first possible opportunity. This must be followed up by the completion of an accident/incident on MyCompliance.

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 Weedfree Ltd Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

Weedfree Ltd will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L3/INV/3001. Weedfree Ltd will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations.

The Rail Manager will report all accidents and incidents to the Client within 4 working days or to Network Rail within 5 working days for inclusion in the Network Rail SMIS (Safety Management Information Systems) database.

When applicable, the person nominated as responsible for RIDDOR reporting will report events/occurrences to the enforcing authorities (HSE, ORR) in accordance with the RIDDOR regulations and RIS-8047-TOM.

Weedfree Ltd will carry out its own investigation in line with NR/L3/INV/3001, according to the type of event and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Weedfree Ltd will promote a no blame culture and promote the reporting of near misses or unsafe practices.

Accident books will be maintained at all sites and completed when an accident occurs. All staff working on client sites and offices will complete local accident books.

All records will be kept for 5 years

Accidents and incidents affecting Weedfree Ltd staff are discussed at management meetings.



Richard Stow
Managing Director

Date: [09/01/2024](#)