

# Incident Reporting Guidance Note for Employees

## Introduction

This guidance is aimed at employees of Norfolk County Council and provides general information on Norfolk County Council's Incident Report Form.

## What kind of incidents can I report on the form?

The Incident Report Form has been designed so that it can be used to report:

- Accidents resulting in injury.
- Near misses and dangerous occurrences (i.e. incidents where no one is injured).
- Violent incidents.
- Work-related ill health (back pain, stress related illness, hand arm vibration syndrome, RSI-type conditions, etc.).
- Incidents where there was damage to a building or property.

## Absence from work

A Sickness Absence Form (SA1) must also be completed where absence from work is a result of an injury or work related ill health.

## How should the form be completed?

As a person reporting an incident (e.g. you were injured, or witnessed the near miss) you should complete Parts A to D of the form. You should then pass it to your line manager or supervisor who will complete Parts E to F.

The form has been designed so that it should be easy to complete. Depending on what type of incident you are reporting (e.g. work-related ill health) you may not need to fill in certain parts of the form. Please complete the form as fully as possible, filling in all the relevant boxes and giving as much information about the incident as you can.

## What happens to the completed form?

Once your line manager or supervisor has completed their investigation of the incident, they will send the form to your Department's Safety Adviser(s). They will look at the form and decide whether there is a need to carry out a further investigation. Information from the form will also be inputted onto an electronic incident database.

## Can I keep a copy of the form?

If you want to you can make a copy of the side of the form you completed (i.e. parts A to D).