

**Company Health & Safety  
Standard Method Statements and Bibliography**

**I  
Accident/Injury Reporting**

Guidance Notes .....

Forms Accident/Injury Report Book.

All employees will report Accidents and Injuries to the responsible person within 24 hours of occurrence.

The responsible person will ensure that accidents and injuries reported will be entered into the Company accident/injury report book.

Accidents and injuries occurring off Company premises will **also** be reported to the site safety representative or managing supervisor for entry into that sites accident/injury report book.