



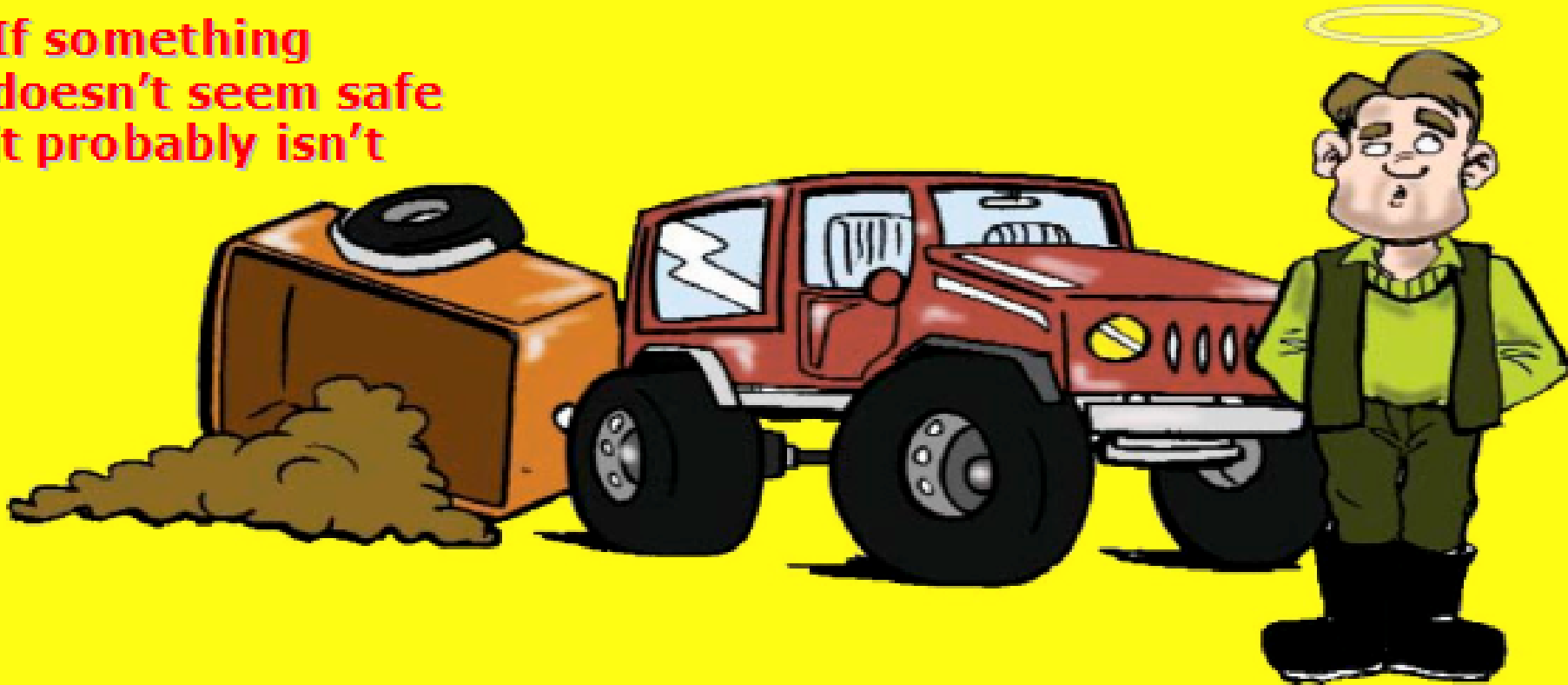
HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Incident Follow Up

If something
doesn't seem safe
it probably isn't



HEALTH AND SAFETY
AUTHORITY

Incident follow-up



After an incident
you need to act
quickly



Simple Safety Sheet

- 1 Identify dangers and make them safe.
- 2 Get medical help if needed.
- 3 Preserve the scene of the incident as best you can.
- 4 Report the incident. See www.hsa.ie for details.
- 5 Carry out your own investigation and draw up a report.
- 6 You will need to make sketches and take photographs of the scene. Label them carefully and keep them as records.
- 7 Talk to any victims or witnesses of the incident and write down what they say about it.



Name	Signature	Date	Name	Signature	Date

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How to use sheets?

Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters





Briefing Aim

To support Simple Safety sheets
To outline incident follow up
To provide more information





1 Eliminate dangers

Eliminate dangers as required

Try to remove any hazards for rescuers/ emergency services

Consider isolating services, e.g. electricity, gas

Try to preserve accident scene for investigation

Erect warning signs and cordon





2 Medical Assistance

Get medical assistance if needed

Ensure safe access and egress for emergency services

Take photographs, videos





3 Preserve Scene

Preserve incident scene as much as possible

Take plenty of photographs, videos

Where accident causes loss of life

no person shall disturb where it occurred or tamper with anything before it has been inspected by inspector, or three days after notification have expired...

Unless with inspector's consent or act was necessary for securing safety or health of any person





4 Report the incident

Details at www.hsa.ie

The screenshot shows the Health and Safety Authority website in a Microsoft Internet Explorer browser window. The browser title is "Health and Safety Authority - Microsoft Internet Explorer provided by eircom net". The address bar shows the URL "http://www.hsa.ie/publisher/index.jsp?sessionId=3e30dca46d367a721634". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with icons for home, feeds, print, and page settings. The website header features the HSA logo and the text "HEALTH AND SAFETY AUTHORITY THE PROMOTION & ENFORCEMENT OF WORKPLACE HEALTH AND SAFETY IN IRELAND". A navigation menu includes links for HOME, ABOUT US, NEWS & EVENTS, FAQ'S, RELATED SITES, CUSTOMER CARE, FOI, CONTACT US, and SITEMAP. Below the navigation menu are several categories: INDUSTRY SECTORS, WORK SAFELY, PUBLICATIONS & FORMS, LEGISLATION & ENFORCEMENT, STATISTICS & RESEARCH, and EDUCATION & TRAINING. A prominent red box with a warning icon and the text "REPORT AN ACCIDENT" is visible. Other sections include "CONSTRUCTION SITE NOTIFICATION", "INDUSTRY SECTORS:" with a list of sectors (ADR/Transport of Dangerous Goods, Agriculture & Forestry, Chemical Safety, Construction, Healthcare Services, Mines & Quarries, Public Services, REACH, Retail Services, Transport Safety), "WORK SAFELY:" with a list of topics (Safety Management, Hazards, Health, Welfare), "WELCOME TO THE HEALTH AND SAFETY AUTHORITY WEBSITE", "FREE HSA NEWSLETTER" sign-up form, "SIMPLE SAFETY" logo, "REACH" logo, and "GHS" logo.





5 Investigate

Carry out your own investigation
and draw up a report

Sketch incident scene

Compile photographs, videos,
documents etc.

Decide cause(s) of incident

Take steps to prevent repeat
of incident





6 Keep records

Prepare the necessary sketches and photographs.

Remember to label each carefully and keep accurate records





7 Interviews

Interview the victim(s) and any witness(es). Record what is said

Conduct interviews as soon as possible

Interview as many people as possible





After Investigation

Identify the root cause(s) of the incident

List steps necessary to prevent a recurrence

Train staff on revised/ new precautions

Ensure all steps are taken and continue to be taken



Incident follow-up



After an incident
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quickly



This is the end
of the
training
Put the simple
steps into
use

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Plain English
Approved by NALA

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Keep records here



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**Remember:
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Topics in General series



Employers' Responsibilities

Employees' Responsibilities



Safety Statement



Safety Representatives



Incident Follow Up



END

