

# Accident / Incident Reporting

At work, you may well see someone doing something in a manner that you can see is dangerous and likely to result in harm. Quite often, the person undertaking the task is unlikely to realise just how their actions are dangerous

*'After all, accidents don't happen to me!'*

It is the responsibility of us all to stop what we can see is wrong. Speak up, and guide the person back to a safe system of work.



**UNSAFE CONDITIONS**



**NEAR MISS**



**ACCIDENT**

Most incidents and accidents occur where many factors come together, each factor being a Near Miss in their own right, but together becoming an accident. It is important to report all Near Misses before they become an accident.

We can measure the trends, and if needs be, change the method of work to eliminate risks. Please use the **FORTEL BE SAFE APP** (can be found in both the google store and apple store) or at the foot on our website - just click on BE SAFE.

[www.fortel.co.uk](http://www.fortel.co.uk)

You can register an accident on this system, but in the first instance you need to alert others and get help.

Onsite Line manager/supervisor make a note of their number you may need it. Follow site rules.

Once everyone is safe notify your Fortel Contracts Manager or ring either office.

Office number Gravesend 01474 369 009 or Midlands 01902 603 409

Health and Safety Managers Ranbir 07944 490 638 or H 07792 909 538

**BE SAFE – Ensure you report all  
incidents & accidents**