

SCHEDULE 1

REPORTING AND RECORDING PROCEDURES

Regulations 4 to 10

PART 1

REPORTING PROCEDURE

Injuries, fatalities and dangerous occurrences

1.—(1) Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 (except in relation to a mine or quarry), the responsible person must—

- (a) notify the relevant enforcing authority of the reportable incident by the quickest practicable means without delay; and
- (b) send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident.

(2) Sub-paragraph (1)(a) does not apply to a self-employed person who is injured at premises owned or occupied by that self-employed person, and it is sufficient compliance with sub-paragraph (1)(b) for a self-employed person to make arrangements for the report to be sent to the relevant enforcing authority by some other person.

Diseases

2.—(1) Where required to follow the reporting procedure by regulation 8 or 10, the responsible person must send a report of the diagnosis in an approved manner to the relevant enforcing authority without delay.

(2) It is sufficient compliance with sub-paragraph (1) for a self-employed person to make arrangements for the report to be sent to the relevant enforcing authority by some other person.

Carcinogens, mutagens and biological agents

3. Where required to follow the reporting procedure by regulation 9 the responsible person must notify the relevant enforcing authority in an approved manner.

Mines and quarries

4.—(1) Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 in the case of a mine or quarry, the responsible person must—

- (a) notify the relevant enforcing authority and any nominated person of the reportable incident by the quickest practicable means without delay; and
- (b) send a report of that incident in an approved manner—
 - (i) to any nominated person within seven days of the incident; and
 - (ii) to the relevant enforcing authority within 10 days of the incident.

(2) Where the responsible person becomes aware of a person subsequently dying as the result of an accident which gave rise to an injury reported in accordance with sub-paragraph (1), the responsible person must notify any nominated person of the death.