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STATUTORY INSTRUMENTS

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**2013 No. 1471**

**The Reporting of Injuries, Diseases and  
Dangerous Occurrences Regulations 2013**

**Recording and record-keeping**

- 12.**—(1) The responsible person must keep a record of any—
- (a) reportable incident under regulation 4, 5, 6 or 7, which contains the particulars specified in paragraphs 5 to 11 of Part 2 of Schedule 1;
  - (b) diagnosis reportable under regulation 8, 9 or 10, which contains the particulars specified in paragraphs 12 to 17 of Part 2 of Schedule 1;
  - (c) injury to a person at work resulting from an accident arising out of or in connection with that work, incapacitating that person for routine work for more than three consecutive days (excluding the day of the accident), which contains the particulars specified in paragraphs 18 to 21 of Part 2 of Schedule 1; and
  - (d) other particulars approved by the Executive or the ORR for demonstrating compliance with the approved manner of reporting under Part 1 of Schedule 1.
- (2) An entry in the record referred to in paragraph (1) must be kept for at least three years from the date on which it was made, and the record must be—
- (a) kept at the place where the work to which it relates is carried on, or at the usual place of business of the responsible person; and
  - (b) in the case of a mine or quarry, available for inspection by any nominated person and workmen’s inspectors (excluding any health record of an identifiable individual).
- (3) The responsible person must send to the relevant enforcing authority such extracts from the record required to be kept under paragraph (1) as that enforcing authority may require.
- (4) Any record of injuries, deaths, dangerous occurrences or diseases which the responsible person keeps for any other purpose satisfies the requirements of paragraph (1) if it covers the injuries recordable under these Regulations and includes the particulars specified in Part 2 of Schedule 1.