

SCHEDULE 1

REPORTING AND RECORDING PROCEDURES

Regulation 12

PART 2

RECORDS

Particulars to be kept in records of any reportable incident under regulations 4 to 7

5. The date and time of the accident or dangerous occurrence.
6. In respect of an accident injuring a person at work, that person's—
 - (a) full name;
 - (b) occupation;
 - (c) injury.
7. In respect of an accident injuring a person not at work, that person's—
 - (a) full name;
 - (b) status (for example “passenger”, “customer”, “visitor” or “bystander”); and
 - (c) injury,

unless these are not known and it is not reasonably practicable to ascertain them.

8. The place where the accident or dangerous occurrence happened.
9. A brief description of the circumstances in which the accident or dangerous occurrence happened.
10. The date on which the accident or dangerous occurrence was first notified or reported to the relevant enforcing authority.
11. The method by which the accident or dangerous occurrence was first notified or reported.

Particulars to be kept in records of any diagnosis reportable under regulations 8 to 10

12. The date of diagnosis of the disease.
13. The name of the person affected.
14. The occupation of the person affected.
15. The name or nature of the disease.
16. The date on which the disease was first reported to the relevant enforcing authority.
17. The method by which the disease was reported.

Particulars to be kept in records of any injuries to be recorded under regulation 12(1)(c)

18. The date and time of the accident.
19. The following particulars of the injured person—
 - (a) full name;
 - (b) occupation;

Status: *This is the original version (as it was originally made).*

(c) injury.

20. The place where the accident happened.

21. A brief description of the circumstances in which the accident happened.