

ACCIDENT RECORD

INSURED NAME

DATE OF ACCIDENT

TIME OF ACCIDENT

INSURED ADDRESS

DATE ACCIDENT REPORTED

TIME ACCIDENT REPORTED

WHERE DID THE ACCIDENT HAPPEN?

DETAILS OF THE INJURED PARTY

WERE PHOTOGRAPHS TAKEN? Y N

FULL NAME

INJURIES SUSTAINED

ADDRESS

CONTACT TEL NO

OUTLINE THE CIRCUMSTANCES OF THE ACCIDENT

OCCUPATION

PPS NO

SEX M F

DOB

SIGNATURE

PRINT NAME

DATE

WITNESS 1

NAME

ADDRESS

CONTACT TEL NO

PPS NO

GROSS WEEKLY EARNINGS
€

NET WEEKLY EARNINGS
€

WAS THIS ACCIDENT REPORTABLE TO THE HEALTH AND SAFETY AUTHORITY? Y N

IF YES - DATE REPORTED

DATE OF RETURN TO WORK

NO OF DAYS/HOURS ABSENT FROM WORK

CONTRACTORS ACTION LIST FOLLOWING AN ACCIDENT

REMEMBER – The eventual outcome of any claim very much depends on the accuracy and completeness of the information gathered and its immediate reporting to your insurer.

PART A – IMMEDIATE

DONE

1. Arrange appropriate medical attention for the injured person
2. If the injured person is taken to hospital he / she should always be accompanied by a reliable employee.
3. Inspect location, noting all relevant features and take photographs
4. Arrange for all witnesses to complete, sign and date this form
5. Arrange for a preliminary inspection by Safety officer with particular emphasis on:
 - a. Supervision
 - b. System of work
 - c. Equipment
 - d. Instructions
 - e. Training
6. Complete a HAS form and record details in the Accident Report book
7. If accident results in hospitalisation, allow scene to remain unaltered if at all possible and report immediately to your broker.

PART B – SUBSEQUENT

- In case of employees notify your broker of all accidents or occupational- related illness which result in an absence from work of three days or more, even if no claim has been made.
- In the case of non-employees notify your broker of all accidents which result in injury/illness or damage to property.
- Notification should include all information gathered when following **PART A**.
- Notify your broker of all accidents on which correspondence has been received from solicitors or other agents acting for any claimant.
- Notify your broker of all serious accidents, even where no major injuries are sustained.
- Submit all third party solicitor correspondence to your broker immediately and unacknowledged.

WE STRONGLY RECOMMEND THAT THIS NOTICE IS PROMINENTLY DISPLAYED IN YOUR LOCAL HEAD OFFICE AND IN ALL SITE OFFICES.

- Submit all legal documentation such as Writs or Civil Bills to your broker immediately and unacknowledged.

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