



Institute for  
Education

## Accident Reporting Procedure

Version 1.3

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<b>Policy Approver</b>	H & S Committee	<b>Effective Date</b>	07/01/2017		

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## 1. Purposes

- 1.1. The Institute for Education (IfE) is obliged and bound to provide a safe and healthy environment for the employees, contractors and visitors.
- 1.2. In order to reduce the risk of possible injury or repetition thereof, IfE will keep records of threats, accidents (including "*near misses*," or "*near hits*") and grievances. With this in mind, IfE personnel will be expected to inform management of any threats and accidents while senior staff are encouraged to address these in open discussion with all the staff and with the H&S Officer.

## 2. Personnel affected

- 2.1. This policy is applicable to all staff members and visitors of our premises.

## 3. Definition of Terms

- **Threat:** something that has the potential to harm or hurt people, property and equipment
- **Incident:** an occurrence that has the probability or does lead to a grievance or damage to property and equipment. This term also refers to and includes "*near misses*," or "*near hits*".
- **Major Accident:** an accident for which we are lawfully required to report to the H&S Representative including those that result in:
  - Fatality
  - Requiring medical treatment within a reasonable number of hours
  - Requiring speedy medical treatment for injuries, including serious injury.

## 4. Responsibility

- 4.1. Any person who witnesses or suffers an injury is responsible to report the accident in writing to the H&S Officer.
- 4.2. Any employee or visitor who witnesses a threat or potential threat is to report this in writing to the H&S Officer.
- 4.3. H&S Officer
  - The H&S Officer is appointed by IfE. They will represent IfE in matters of H&S and is obliged to keep Senior Management informed of any potential threats, accidents or injuries.

- The H&S Officer will explore and or investigate accidents and make sure that all accidents are reported are logged properly.
- The H&S Officer must make sure that all reported accidents are properly investigated, conclusions drawn, lessons learnt and later assimilated.
- In the event of a serious accident, the H&S Officer should complete the accident Report Form ACC2 (Refer to Appendix A) which provides a step by step guide on how to report the accident.

#### 4.4. Workplace H&S Team

- IfE has appointed a team of qualified personnel to assist and support the H&S Officer.
- The H&S team members should offer their support during accidents.
- The H&S team members should help preserve records of accidents, threats and grievances.

## 5. Procedure

### 5.1. Threat Reporting

- Threats identified during day-to-day activity must be reported to H&S Officer. If the threat can be remedied immediately, the H&S Officer should take appropriate action in consultation with the Senior Management.
- If a threat requires greater investigation, this should be recorded by the Senior Officer or the reporting staff member via email and the proposed risk controls identified in consultation with the H&S Officer.
- Threats identified during formal inspections should be recorded with an action plan on the inspections checklist which should be created.

### 5.2. Accident Reporting

- Accidents should be recorded in writing and sent to the H&S Officer.
- When a person has been reported injured and there is the need for first aid, the H&S Officer should record the actions taken in accordance with the H&S Manual and also report to the Senior Management. If an accident is deemed to be serious, the H&S Officer should contact the IfE Senior Management immediately.
- The accident is deemed to be a "Major Accident" and must be reported to the H&S Officer if it resulted in:

- The demise of a person;
  - A person requiring medical treatment within 48 hours of exposure to a substance;
  - A person requiring immediate treatment as an in-patient;
  - The amputation of any body part;
  - A grave head injury;
  - A severe eye injury;
  - Electrical shock;
  - A vertebral injury;
  - The loss of a physical function.
- If the accident is major in nature, the location of the accident is to remain untouched until a H&S Inspector (from hospital/polyclinic) arrives on site or gives consent for disturbance.
  - The H&S Officer must report all major accidents to Hospital/Polyclinic via phone on 112 and then in writing within 48 hours by completing the Accident Form ACC2. The H&S Officer should undertake an accident enquiry in tandem with the H&S Team and record the findings and commendation via email a report of the event.
  - Serious inquiries or investigations where there is uncertainty will be supported by the H&S Officer.

### **5.3 Accident Reporting to OHSA**

Apart from internal reporting, IfE must also report accidents to OHSA by using the following form found [here](#).

### **5.4 Injury Reporting**

- Any grievance to staff or visitors should be noted via email to the H&S Officer or Senior Management.
- If a person has been hurt, the need for first aid should be evaluated (refer to the [First Aid Policy](#), [Health and Safety Policy](#) and [Health and Safety Manual](#)) and action taken as applicable
- If an injured member of staff misses time from work, the H&S Officer should seek assistance from the HR department so as to inform Management.

## 6. Data Protection

6.1. Where an individual has consented to disclosing their information in the line the [GDPR](#) and the IfE’s [Data Protection Policy](#), the employee/visitor may share the following with H&S representatives:

- Name of the person;
- Date, time and place of the accident; and
- Nature of the accident.

## 7. Related documents

- [Data Protection Policy](#)
- [GDPR](#)
- [First Aid Policy](#)
- [Health and Safety Policy](#)
- [Health and Safety Manual](#)
- [Occupational Health and Safety Authority Act \(CAP. 424\):](#)
- [Provisions For Health And Safety At Work Places Regulations \(S.L. 424.18\)](#)
- <https://eforms.gov.mt/pdfforms.aspx?fid=wes059e&pdf=1&rnd=1126>

## 8. Version history

Originator	Version	Date	Changes Done
HR Dept	1.0	8/06/2020	Initial Release
QA Dept	1.1	22/11/2022	Updated article 1, 3 and 6.
QA Dept	1.2	03/05/2024	Updated links
HR Dept	1.3	03/02/2025	Updated in line with rebranding guidelines

## Appendix A

### Accident Occurrences: Form ACC2

Investigation & Action Report

**Accident Reference Number:**

<b>Injured Person</b>			
Name		Age	years
Occupation		Length of Service:	years
<input type="checkbox"/> Employee <input type="checkbox"/> Trainee <input type="checkbox"/> Contractor Visitor <input type="checkbox"/> Other (please specify) _____			
<b>Accident Details</b>			
Date:		Time:	
Reported To:		Designation	
Location of accident:			
Details of witnesses to accident:			
Explanation of how accident occurred:			
<b>Recommendation to prevent recurrence</b>			
Action recommended			
Date of action			

**Accident Record Details**

Yes No

Recorded in accident book

Verbal notification if required to Enforcement Authority

Written notification if required to Enforcement Authority

Details of accident sent to insurance organisation

**Accident investigated by:**

Name:		Position:	
Signature:		Date:	