

Reporting Procedures for Accidents, Dangerous Occurrences & Near Misses

Policy

The Occupational Health and Safety Ordinance (Cap 509, 1997) and the Employees' Compensation Ordinance (Cap 282, 1997) require the University to notify the Labour Department of all serious accidents and dangerous occurrences that occur during University activities.

Furthermore the University also needs to be kept informed of such incidents for legal, accident prevention and statistical purposes.

Responsibilities

Department Head must:

- In the event of serious bodily injury or death, immediately inform the University Health Service, the Director of Safety, the Registrar, Security, and Communications and Public Affairs Office.
- Notify in writing on the appropriate [Form 2](#), details of the accident and forward to the Registry for further completion.
- In the event of injury resulting in more than 3 days absence from work, arrange to have the accident investigated and complete Form 2 and forward to Registry, the Safety Office, and the University Health Service.
- In the event of injury resulting in absence from work not exceeding 3 days, arrange to have the accident investigated and complete [Form 2B](#) and forward to Registry, the Safety Office and the University Health Service.

- In the event of a legally defined dangerous occurrence the Safety Office should be informed immediately and the Labour Department informed within 24 hours at the latest.
- Raise the incident at the next Departmental safety committee meeting
- On receipt of an incident report arrange to have the incident investigated promptly and to file a response with the Safety Office.

Safety Office will:

- Report any serious bodily injury or death to the Labour Department immediately it receives a report of such an incident.

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Departmental Safety Representative:

- will carry out any investigations that are deemed necessary to establish the cause of the accident or dangerous occurrence and to identify and remedial measures necessary. A copy of the report will be sent to the safety office.

Registry will:

- On receipt of any accident report enter all additional required details and forward to the Labour Department.

University Health Service will:

- inform the Safety Office if any student or employee attends the clinic as a result of an injury sustained whilst on University business.

Employees or students:

- that suffer injuries due to accidents whilst on university business must report the incident to the Department in which the accident occurred. In cases of difficulty the report can be made to the Director of Safety directly.



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Guidance

This guidance relates only to the reporting requirements of accidents and dangerous occurrences. It goes without saying that in the event of serious injury the most important action is to ensure the injured person(s) receive medical aid and that the environment is made safe. The appropriate actions to take are listed in the Action in Case of Emergencies policy.

Note also that staff of the University Health Service are able to offer an emergency attendance during office hours on campus and are likely to be able to arrive at the scene before the ambulance service. In cases of a less serious nature, UHS can also offer an immediate service at the clinic without the need for an appointment.

Accidents

The appropriate Notification Forms are as indicated:

FORM 2, when the accident will result or has resulted in more than 3 days absence.

- (i) Complete sections A & D, and if the sick leave period is less than 7 days, Section H;
- (ii) Complete relevant boxes in sections I to M; and
- (iii) Send one copy to the Safety Office and
- (iv) Send one copy to the University Health Service.
- (v) Send one copy to the Personnel Unit, Registry (for further processing) and forwarding to the Commissioner for Labour.

FORM 2B, when the accident doesn't result in more than 3 days absence.

Copies of the Forms are attached for reference and further copies are available from the Safety Office.

- (i) Complete sections A & C only;
- (ii) Send one copy to the Personnel Unit, Registry, one copy to the Safety Office, and one copy to the University Health Service with a brief description of the accident.

N.B. Instructions on completing the Forms are included in the Forms and some additional guidance has been over printed for HKU's purposes. Forms are available from the Safety Office or copies can be made of the form attached to this Guidance Note.

Dangerous Occurrences

Any of the dangerous occurrences listed in Schedule 1 to the Occupational Safety and Health Ordinance, 1997 (reproduced below) needs to be reported to the Labour Department within 24 hours of the incident.

A dangerous occurrence can mean different things to different people whilst the legislation has its statutory definitions. At HKU, if anyone is in any doubt whether an incident or a near-miss was a dangerous occurrence, they should

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either assume that it is, or call the Safety Office to check.

If such an incident does take place, those at the scene must inform the Department Head in the first instance so that the Safety Office can be involved as and when necessary.

In the case of an 'incident' or near-miss which persons at the scene believe to be dangerous or to have the potential to cause harm the same procedures should be followed as for an internal investigation. In these cases the internal form should be completed and forwarded to the Head and Safety Office. The Labour Department will not normally be involved.

Schedule 1 of Occupational Safety & Health Ordinance Cap 509, 1997

List of Dangerous Occurrences

1. The disintegration of a revolving vessel, wheel grindstone, or grinding wheel that is operated by mechanical power.
2. The collapse or failure of a lifting appliance (except the breakage of chain or rope slings).
3. The explosion or fire that
 - (a) causes damage to the structure of any workplace, or to any plant or substance at a workplace; and
 - (b) prevents the continuation of ordinary work at the workplace.
4. An electrical short circuit or electrical failure of electrical plant that
 - (a) is followed by, or associated with, an explosion or fire; or
 - (b) causes structural damage to the plant being a short circuit, failure, explosion, fire or damage that stops the operation of the plant or prevents it from being used.
5. An explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure or of any gas or gases (including air) or any liquid or solid resulting from the compression of gases.
6. A total or partial collapse of a roof, wall, floor, structure or foundation of premises where a workplace is located.
7. A total or partial collapse of any overburden, face, tip or embankment within a quarry.
8. The overturning of, or a collision with any object by
 - (a) a bulldozer, dumper, excavator, grader, lorry or shovel loader; or
 - (b) a mobile machine used for the handling of any substance in a quarry.

In this Schedule:
 "lifting appliance" includes crane, derrick, winch and hoist.

Ref: The Occupational Safety and Health Ordinance 39 of 1997, S13, S14, Schedule 1.

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The University of Hong Kong

Incident Report

Time and date of incident:

Precise location (room, floor, building):

Description of incident:

Action taken to minimize risks:

Conclusions:

Lessons learned:

What changes are to be made to prevent recurrence? :

Report completed by :

Signature :

Date:

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