

NursingDirect

POLICY NUMBER: **44**

POLICY TITLE: **INCIDENT REPORTING & INVESTIGATION**

WHO MUST ABIDE BY THIS POLICY? **ALL EMPLOYEES: PART TIME, FULL TIME OR TEMPORARY**



INCIDENT REPORTING AND INVESTIGATION

THE PURPOSE OF THIS POLICY

To describe Nursing Direct's requirements in relation to the reporting of all accidents and incidents, including critical incidents, and any subsequent investigation procedures.

SCOPE

This procedure covers all staff members whether permanent or temporary within Nursing Direct.

POLICY

Nursing Direct intends to provide a safe and healthy working environment and safe practices at all times and wants to ensure the health and safety of its workers both permanent and temporary and others who may be affected by their actions, so far as is reasonably practicable. A robust and informative incident recording system and related database will be maintained and regularly interrogated to enable monitoring and learning to take place.

REFERENCES TO LEGAL, CENTRAL GOVERNMENT AND OTHER EXTERNAL DOCUMENTS, INCLUDING RESEARCH

Health and Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

DEFINITIONS

Various terms are commonly used to refer to different kinds of incidents and these include events, incidents, accidents, untoward events, adverse incidents, critical incidents and serious untoward incidents.