Reporting Occupational Ill Health
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Most people know about reporting injuries but not many know about reporting occupational diseases. Did you know that if a Bricklayer gets dermatitis it needs to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)? Or if someone uses hand-held vibrating tools and they develop carpal tunnel syndrome it needs to be reported under RIDDOR?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR place a legal duty on:

- Employers;
- Self-employed people;
- People in control of premises;
- To report work-related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents. They can then help you and provide advice on how to reduce injury, and ill health in your workplace.

Certain cases of disease are reportable to HSE or local authorities and are listed in section 3 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The duty comes into effect when an employer receives a written statement from a registered medical practitioner eg. the employee’s general practitioner (GP) or Occupational Health Physician, stating that an employee suffers from one of the listed diseases and where the employee is currently doing a job involving a specified activity, which is also listed in the schedule. Such statements can be used as a trigger to review the management of the health risks within the workplace.

The OHSP will be able to provide further advice to the Employer about the reporting of work related disease.

What should you do?

Develop a simple policy for reporting occupational ill health, accidents and dangerous occurrences.

An example policy is given on page??

Identify someone who is to be responsible for RIDDOR reporting on site.

This could be a manager or supervisor. You should ensure that they have been given sufficient training and information.

I’m self-employed, how does this apply to me?

If you are working in someone else’s premises and suffer either a major injury or an injury which means you cannot do the full range of your normal work for more than seven days, that person...
will be responsible for reporting your injury. So, if possible, you should make sure they know about it.

**If you are working in your own premises, and:**

- you or a member of the public is injured
- there is a dangerous occurrence
- a doctor tells you, you have a work-related disease or condition

You need to report it. But, as a self-employed person you don’t need to notify immediately if you suffer a major injury on your own premises. However, either you or someone acting for you must complete an online form (F2508) within fifteen days.

**When do I need to make a report?**

A report will be needed in the following instances.

**Disease**

*it has been diagnosed in writing by a doctor*

*the person concerned is currently employed in an associated work activity*

A report of a case of disease will not necessarily signify that it was caused by work; it will mean that the person affected works in a job where in general the disease is likely to have an occupational origin. If the disease is reportable you must send a completed disease report form (F2508A) to the enforcing authority.

**Reportable diseases include:**

- Hand-arm vibration syndrome

**Activity: Work involving:**

- the use of chain saws, brush cutters or hand-held or hand-fed circular saws in forestry or woodworking
- the use of hand-held rotary tools in grinding material or in sanding or polishing metal
- the holding of material being ground or metal being sanded or polished by rotary tools
- the use of hand-held percussive metal-working tools or the holding of metal being worked upon by percussive tools in connection with riveting, caulking, chipping, hammering, fettling or swaging
- the use of hand-held powered percussive drills or hand-held powered percussive hammers in mining, quarrying or demolition, or on roads or footpaths (including road construction)
- Carpal tunnel syndrome

**Activity: Work involving the use of hand-held vibrating tools**

- Occupational dermatitis

**Activity: Work involving exposure to agents, including:**
• epoxy resin systems
• chromate (hexavalent and derived from trivalent chromium)
• cement, plaster or concrete
• acrylates and methacrylates
• colophony (rosin) and its modified products
• Occupational asthma

**Activity: Work involving exposure to agents, including:**
• isocyanates
• wood dust

**When reporting a disease you will need several pieces of information, including:**
• company details
• details about the employee, inc. date of birth, doctor’s details
• which disease you are reporting
• description of work which may have led to the disease, see the ‘who do I report to’ section in this leaflet for ways to report.

**Death or specified injuries caused by workplace accidents**
If there is an accident connected with work and your employee, or a self employed person working on your premises is killed or suffers a major injury (including as a result of physical violence), or a member of the public is killed or taken to hospital.

**Major injuries include:**
• unconsciousness caused by head injury or asphyxia
• acute illness requiring medical treatment, loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
• acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
  o any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
• for further information contact the HSE incident centre or look on their website http://www.hse.gov.uk/riddor/

Don’t know if you want to include Exposure to carcinogens, mutagens and biological agents

9. Where, in relation to a person at work, the responsible person receives a diagnosis of—
(a) any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
(b) any disease attributed to an occupational exposure to a biological agent,
**Over-seven-day injury**

If there is an accident connected with work (including an act of physical violence) and your employee, or a self employed person working on your premises, suffers an over-seven-day injury you must complete the online form (F2508) to the enforcing authority within ten days.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven consecutive days (including any days they wouldn’t normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

**Not sure if we should include about Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

**Dangerous occurrence**

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported immediately (eg. by telephone) to the enforcing authority. Within ten days you must follow this up with a completed online accident report form (F2508).

**Dangerous occurrences include:**

- overturn of a forklift truck
- accidental release of any substance which may damage health

For further information contact the HSE incident centre or look on their website.

**How to Report under RIDDOR?**

You should complete the relevant online form the injury, disease or dangerous occurrence that you are reporting that are found at http://www.hse.gov.uk/riddor/report.htm. The information from your completed form will be entered directly into the RIDDOR database and you will receive a copy for your own records.

You should report fatal and specified injuries only to the Incident Contact Centre on 0845 300 9923 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. There is no need for you to fill in a report form, you will be sent a copy for your records.

**Record keeping**

You can save a copy of the online form, either electronically or a printed copy, which is emailed to you which must be kept for three years after the date on which it happened. If you do not save a copy of this online form then the information that you need to record must include:

- the date and method of reporting
- the date, time and place of the event
- personal details of those involved
a brief description of the nature of the event or disease

For accidents employers have to keep an accident book (B1510) under Social Security Law which can be used for keeping the records of injuries. A separate method of recording is necessary for cases of disease.

**Example RIDDOR reporting policy statement**
It is our policy to report all accident, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. We will also record all injuries in the Accident Book, as required by the Social Security (Claims and Payments) Amendment (No.2) Regulations 2004.

The Competent Person is responsible for reporting all notifiable accidents to the enforcing authority.

The Competent Person is responsible for collecting and collating all non-reportable accidents so that we can find ways to control losses that may affect our profits.

Workers must report all injuries to their manager immediately after treatment.

The Accident Book must be fully completed for all injuries incurred at work, however minor. An Accident Book will be kept at each separate location of our business.

If, because of their injury, workers are incapable of making an immediate entry, then that entry must be made by their manager, the first aider, the appointed person, or a nominated person.

Following notification by a medical practitioner that an employee is suffering from a reportable work related disease (such as dermatitis), the Competent Person will send a report form to the enforcing authority.

**Following any accident of any severity that requires treatment, the employee’s manager will notify the Competent Person, who will:**

- complete an accident investigation report
- notify the enforcing authority, if the accident is reportable

Following any accident of any severity that requires treatment, the employee’s manager will take statements and retain any other documents related to the accident, such as containers (with contents listed), equipment logs, environmental or process recordings, etc.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.

Although it is not our legal duty we will notify the enforcing authority of injuries to non-workers, eg. contractors, if the injury takes place on our premises and we become aware of it.

Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer’s liability insurer.
Signed

(Chairman / Managing Director / Senior Partner)

Date

Expert help is available from:
Constructing Better Health
Contact us for impartial and confidential advice:
tel: 0845 873 7726 or click on www.cbhscheme.com

CBH accredited occupational health service providers listed on the CBH website

Further information regarding preventative measures can be found on the HSE website in the Construction Occupational Health Management Essentials toolkit (COHME).

www.hse.gov.uk