

Nestlé UK Ltd

Sales Force Personnel

Near Miss and Accident Reporting Procedures

Near Miss Reporting

It is the duty of every employee to report any “Near Miss” situations

In the event of you experiencing a Near Miss situation you should:-

Fill in the form as comprehensively as possible

Pass the completed form to your Line Manager for possible investigation

Your Line Manager will copy the form and it will be passed to your Divisional Representative for Occupational Health and Safety

Accident Reporting

It is the duty of every employee to report an accident

In the event of you being involved in an accident you should:-

Fill in the form as comprehensively as possible - please provide all the information for sections 1 and 3. Provide as much information as possible for the other sections

Pass the completed form to your Line Manager for possible investigation

Your Line Manager will copy the form and it will be passed to your Divisional Representative for Occupational Health and Safety

All the information supplied will be recorded and form part of the company accident statistics

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

In the event of you being involved in an accident or incident which is reportable to the Factory Inspectorate, then you should immediately contact your line manager or your Divisional Representative so that the matter can be both reported to the relevant departments and investigations carried out