

# accident and incident reporting

FULL, ACCURATE INFORMATION CAPTURED PERMANENTLY

## WHAT WILL IT DO FOR YOU?

- Provide accurate and instant notification to management of all accidents, incidents, or near-misses, with pre-specified trigger levels
- Save time with this single-source system for accurate recording and management of accidents/incidents, without needing to glean information and data from multiple sources, files and spreadsheets
- Give you immediate management information to identify costs, trends and 'hotspots', with comprehensive and flexible reporting capability, including graphs and Excel spreadsheets
- Standardise the capture and reporting of incidents across the organisation, to ensure consistency and integrity of information
- Offer easy, trouble-free implementation with minimal user training, and proven, intuitive, operation
- Allow automatic handling of statutory reporting requirements including RIDDOR and other equivalent reports
- Ensure a central, comprehensive and permanent record, including photographs and related documents, which greatly increases your ability to defend civil claims and criminal proceedings
- Provide mobility and flexibility of use; accidents can be remotely viewed and approved on handheld devices such as smartphones and tablets

## OVERVIEW

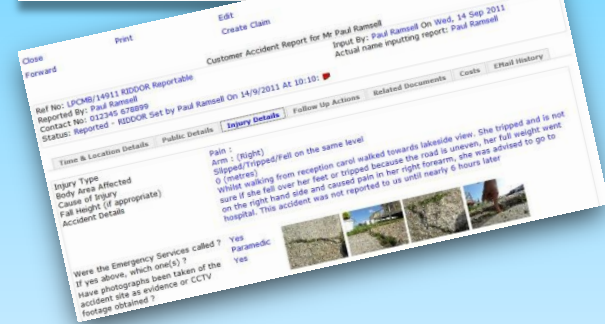
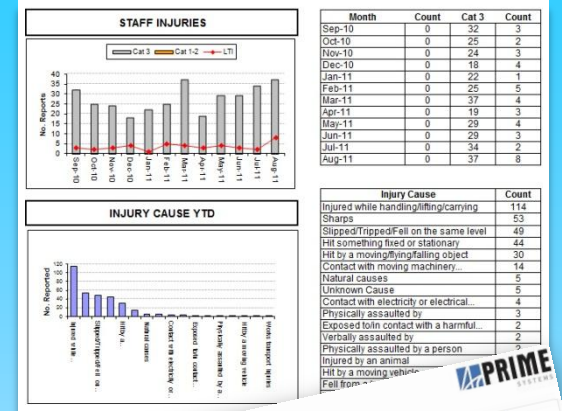
The cost of accidents and incidents is significant, including lost productivity, risk of prosecution and compensation claims as a result of non-compliance with Health & Safety legislation. With accurate reporting comes business intelligence, enabling organisations to address particular risks and prevent further occurrences. Accurate reporting only works properly when it is fast and easy to use.

The Prime Accident and Incident Reporting module provides a straightforward process for recording occurrences of personal injury, property loss and other incidents such as damage, abuse, robbery and alarm activations etc. The system can also be used to report illnesses, near misses, dangerous occurrences and visits from enforcement officers.

## EASY TO USE AND ACCURATE

Accident and Incident Reporting holds a central record of all accidents and incidents. Completing an incident or accident report is simply a matter of following the on screen prompts. These are pre-configured and can be customised to meet the particular needs of your operation.

See overleaf for some of the key features that will make your life easier.....



## SOME KEY FEATURES

### STATUTORY REPORTING

The straightforward process for reporting incidents requires no specialist HSE knowledge, so the system ensures that full and accurate information is captured. For example, for all accidents the system will identify whether a Riddor report may be required, automatically generate the report and send it to the HSE, whilst also notifying your management team electronically. If your operation has other reporting requirements, such as the IR1 form in the Republic of Ireland, then the appropriate form will be produced instead.

### MANAGEMENT NOTIFICATION & REPORTING

Email or text notification can be sent to management as required, informing them of the accident or incident so that they can take any necessary action promptly. The information recorded by the system is accessible to all involved parties via a series of views and reports. Analytical reports, using graphs and Excel sheets, provide invaluable insight into the occurrences and impact of accidents and incidents. Trends and hotspots can be identified by location, time of day, seasonality etc. enabling preventative action to be taken and mitigating future risk. Trusted information provides the basis for intelligent business decisions to be taken, and a record of fact for any investigations or claims.

### MANAGING INSURED RISK

A feature available within the Accident & Incident Reporting module is the provision of automatic reporting of all, or selected, accidents/incidents to your insurers or brokers, giving them a valuable head start in anticipating claims and managing outcomes. Many clients have seen a reduction in premiums by offering their insurers this key information, whether this is through better defence of claims or settling claims early, thereby saving costs.

### EFFECTIVE FOLLOW-UP: Photos & Related Documents

Photographs and related documents can be easily attached to the accident or incident record, at any stage. This enables very effective follow-up, providing clarification of the circumstances and facts of any accident or incident, cutting down on time spent in-house and by external bodies such as insurers when investigating. The users will be given automatic reminders to ensure that you receive the correct data, saving you valuable time spent chasing required information.

### RECORD OTHER OCCURRENCES/EVENTS

The flexibility of the system allows you to record other events and occurrences which may be key to compliance across your organisation. This might include, for example, **near-misses**, **dangerous occurrences** or **enforcement officer visits**. This enables you to immediately highlight weak areas in your health & safety management system, and rapidly make necessary changes in procedure and controls.

### EASY INTEGRATION WITH OTHER RELEVANT MODULES

The PRIME system enables you to link data from the Accident & Incident Reporting system into other PRIME modules, such as

- CLAIMS MANAGEMENT
- COMPLIANCE MONITORING
- CRISIS MANAGEMENT

### TECHNICAL FEATURES

- Fully hosted on dedicated servers, available 24 hours
- No additional in-house hardware or software requirements
- Subscription service, a flat annual rate, service and user levels can be changed easily
- Supported by expert technicians and specialists in IT and Health and Safety



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