

MOFFATT SAUNDERS

ACCIDENT CLAIM - MANAGEMENT CHECKLIST

Accident claim - management checklist

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1. All workplace claims

- Do we have a copy of the accident book/form?
- Is there a copy of the RIDDOR report (Form F2508)?
- Where relevant, do we have a report from the first aider who treated the claimant?
- Do we have a copy of the accident investigation report?
- Are there copies of any meeting minutes where the accident was discussed, e.g. health and safety meeting?
- Do we have copies of any correspondence with the enforcement authorities, e.g. Health & Safety Executive?
- Do we have a copy of our Health and Safety Policy?
- Do we have a copy of any relevant risk assessments?
- Do we have a copy of any post-accident risk assessments?
- If applicable, do we have this information for any similar accidents which the claimant may seek to rely upon?

2. Employee accident claim

- Are the claimant's payroll details easily available?
- Do we have copies of any relevant training records?
- Do we have copies of any other information that was provided to the employee, which could be relevant to this claim?
- Where relevant, do we have any medical records?

3. Specific information - manual handling claim

- Do we have a copy of any relevant manual handling risk assessment?
- Are copies of re-assessments carried out following the accident available?
- Is there any documentation providing information on safe handling of loads?

4. Specific information - work equipment claim

- Do we have the maintenance logs available?
- Are the manufacturer's specifications and instructions available?
- Do we have any signs or documents that we seek to rely on as a defence to the alleged breaches?

5. Specific information - personal protective equipment (PPE) related claim

- Are there any manufacturer's instructions available?
- Are there any records of maintenance procedures?
- Is there any documentation relating to the testing of PPE?
- Do we have any documents to show why certain items of PPE were selected?

6. Specific information - hazardous substances related claim

Note: These questions apply only to claims brought under the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**.

- Do we have copies of relevant COSHH assessments?
- Do we have copies of relevant material safety data sheets?
- Do we have any maintenance records for extract ventilation?
- Do we have maintenance records for any other control systems, e.g. fume cupboards?
- If applicable, do we have copies of health surveillance records?
- Are there any documents relating to the assessment of PPE?

7. Specific information - display screen equipment

- Do we have any copies of workstation assessments?
- If applicable, do we have a copy of any re-assessment made following the claimant's initial workstation complaints?
- Do we have any documentation regarding information provided to employees on the correct setting up and use of workstations?