Accident Reporting & Investigation

How to Access the Portal:

Use your mobile phone to scan the QR code below to access the SpheraCloud Portal

The SpheraCloud Portal report can be accessed from any browser, including away from the workplace and also available on EQuiP.

What the form will ask for:
- Your Details
- Affected Persons details
- Details of incident
- Details of injury (if physical injury)

IMPORTANT: Information you must collate for Accident investigation

Begin straight away, or as soon as practicable. It is important to capture information as soon as possible. This stops it being corrupted, e.g. items moved, guards replaced etc. If necessary, work must stop, and unauthorised access be prevented.

The following information **MUST** be collected at the time of the incident:
- Diagrams and photos of scene, injuries to person, equipment
- Injured party - task undertaking, experience, training for activity, familiarity with equipment, level of supervision, PPE provided, mental/physical disabilities, nature of injuries
- Equipment – general condition, make and model of equipment, maintenance/service records
- Environment - general condition, lighting, ventilation, wind, weather conditions etc.
- First Aid – what first aid provided, name of first aider.
- Documents – written instructions, safe operating procedures/safe systems of work (SOP/SSOW), risk assessments, policies, records of inspection prior to starting task, signed documentation by participants to say they have received appropriate instruction and understood it.
- Interviews – those involved in incident and any witnesses.

Role of the Line Managers

- The Line manager will then investigate the accident/incident which will include collecting all relevant paperwork;
  - Written instructions,
  - SSOW,
  - Risk assessments
  - Training / TBT / Inductions
  - Photos provided by staff
  - Equipment maintenance records
  - PPE maintenance records
  - Further information provided by staff
  - And much more………………