

Q1.1 What are possible costs to an organisation of work-related incidents? (8)

Damage to plant, buildings, and equipment – Items that become damaged or completely beyond repair following an incident will result in a cost to the organisation for repairs and potential replacement to property, plant, and equipment. Although these are insured costs, insurance excess will often apply and come with a limit.

Insurance Premiums increasing – following a claim from the organisation's insurers, it will likely increase the cost of the organisation's annual renewal price. It will also likely increase the excess required for any future claims made on the policy.

Investigation time – This involves the costs associated with the time spent by the persons completing the investigation. It will also have costs implications on reports being written, time spent conducting interviews and potentially seeking specialist advice.

Loss of Reputation – As a result of serious accidents, the media may be involved, and they may report the incident in the newspaper or TV. This could result in customers choosing alternative suppliers resulting in a loss of reputation and potential work from customers.

Compensation – The injured person may act through the civil court system to claim for compensation. If the injured person is successful, the organisation would need to make arrangements for compensation to be paid to the injured person.

Sick Pay – The injured worker may receive sick pay whilst being absent from work, resulting in costs to the organisation paying the injured worker. This could also involve additional costs in covering the injured workers hours whilst they are unable to attend work due to the work-related incident.

Criminal Fines and Legal Costs – If the organisation has been investigated by the HSE and a decision has been made to prosecute the organisation (acting on behalf of the state) could result in, if found guilty, a large fine. The fine cannot be reclaimed from an insurance company as it is not an allowable business expense.

Production delays – In the event of a work-related incident, production may need to cease to allow for an investigation of the incident to be completed by the persons appointed to carry out the investigation. This could result in penalty costs being payable by the organisation to its customers for late delivery of goods / services. It could also deter repeat business from existing customers resulting in a loss of sales to the organisation.

Q1.2) List possible uninsured costs of a workplace accident. (6)

- Production delays or down time
- Loss of raw materials due to accidents
- Accident investigation time
- Criminal fines and legal costs
- Sick pay for injured workers
- Overtime to make up for lost production

Q1.3 List the employers common law duties (5)

1. A safe place to work with safe access to and from it
2. Safe plant and equipment
3. A safe system for doing the work
4. Safe and competent workers
5. Appropriate supervision, information, instruction, and training

Q1.4 What powers are available to HSE inspectors when investigating a workplace accident (8)

To enter the premises at any reasonable time – This power allows the HSE inspector to arrive at and enter the organisations premises at any time deemed reasonable by the inspector. This visit could be completely unannounced and usually a senior manager or other employee would be asked to accompany the inspector during their visit.

To inspect and copy any documents or records considered relevant – The HSE inspector has the power to physically inspect and read over any documents and records you have on the premise at the time of their visit. The inspector can also make copies of any documents or records they feel are relevant away with them after completing the visit.

To take along a police officer if they feel they are going to be obstructed – This power allows the inspector to request the assistance of the police to gain entry to the premises without hinderance or delay. The HSE inspector holds the warrant to enter the premises, but in certain circumstances, could request a police officer to attend the visit to avoid any unnecessary obstruction from the people within the organisation with the aim to restrict access to the HSE inspector.

To take along technical assistance or equipment if necessary – Should the HSE inspector feel the investigation they are going to complete requires some specialist knowledge, they have the power to bring along an individual that holds such specific knowledge to assist in the investigation being completed. This could also consist of specialist equipment required to carry out their investigation if required to gather certain information specific to the inspector's investigation.

To carry out any necessary examinations and investigations – This power allows the HSE inspector to complete specific visual or other means of examinations within the premises to aid the investigation they are completing. This could be specific examinations on plant or machinery or investigating maintenance records which may be held, or not held in some cases to help in the investigation process.

To direct that the premises (In whole or part) or items within the premises are left undisturbed – The HSE inspector may request that the premises and its belongings are left as they were and not moved or tampered with from the time the inspector has requested the organisation to do so. The inspector may request that only certain items within the premises are left untouched or larger areas in general are left undisturbed.

To take photographs, drawings, and measurements – This power gives the inspector authority to gather evidence and data for the inspection that they are undertaking. Types of information like

drawings, measurements and photos could be used to look back on aid the investigation process or used as evidence in the inspector's investigation report.

To take statements from any person who might be able to help in their investigations – The inspector has the power to carry out full and thorough interviews with individuals who may be able to help with the investigation. During the interview notes an statements will be taken and the HSE inspector will request that the person's statement should be signed and dated by the individual who's statement it is.

Q1.5 What SIX possible defences could an employer use to defend a civil law claim of negligence. (6)

No duty of care owed – This could be used as a defence where the employer (defendant) did not owe a duty of care to the injured person (claimant). The defendant did not have the claimant in mind whilst they carried out their activities.

Duty of care not breached – This could be used as defence to show the employer **did not** act in such a way to cause a failure to uphold its duty of care. The employer can demonstrate that they did everything that a reasonable person might have done in the circumstance.

No foreseeable injury, ill health, or loss as a direct result of breach – could be used by the defendant to demonstrate the injury, ill health or loss was a result of something different from the breach of duty the claimant is proposing. It could also be used to show the nature of the claimant's injury or loss cannot be substantiated.

Volenti non fit injuria – could be used to demonstrate the claimant was a willing volunteer and was aware of the risk of personal injury when taking part in a particular activity. This would be used as a defence against a 3rd party claimant rather than a direct employee in most cases.

Contributory negligence – This type of defence would be used to demonstrate a proportion of the blame is attributed to someone else other than purely the defendant. Although the employee may have lacked supervision, the employer may be able to demonstrate that the claimant had not followed specific information and instructions they had been given and failed to follow a training process that the employer had provided the claimant with.

The facts of the case are disputed – This could be used by the defendant if the events leading to the claimant's proposal that a duty of care was breached never actually happened. The defendant could use CCTV, service documents and other information to show that no such event took place to cause a breach of the duty of care.

Q1.6 - See how you get on without a sample answer (8)

Q2.1 When might a health and safety policy need to be reviewed (8)

Technological changes – The H&S policy might need to be reviewed should a new piece of machinery or plant be introduced into the organisation, and it has a relation or possible implication to the current H&S policy. This could be because a change in process has occurred, or additional risks may have been identified because of the new machinery or plant that's been put in place.

Organisational changes – Should a potential organisational change come into effect, like a possible change in the organisation Managing Director (MD), who may wish to change the policy as they are more than likely to have different aims and objectives to the previous MD. This would result in a review and possible change of H&S policy being required.

Legal changes – The H&S policy would be reviewed following a possible new H&S legislation being passed by the government. If this was the case, it may require certain changes or amendments being made to the current H&S policy.

Changes to the types of work the organisation does – Should a new working activity take place within the organisation that may introduce new risks that need to be identified and managed. This would result in a review of the H&S policy, as new procedures and arrangements may need to take place, resulting in a change of the H&S policy.

When an audit, investigation or risk assessment suggests the policy is no longer effective – Following certain reviews or monitoring process, either active or reactive, it could result in the H&S policy requiring a full review. This could allow opportunity to take learnings forward and implement a new process which would result in the H&S policy being updated.

A change in buildings, workplace or worksite – If the organisation has a change in physical workspace, the H&S policy would need to be reviewed as the current will more than likely be ineffective in managing the H&S arrangements within the new workplace. This would result in an updated H&S policy being drafted up to incorporate any new arrangements that might be needed.

After a certain period of time has passed – The organisation should review their H&S policy to ensure that it's still "fit for purpose" and relevant to the organisation's business model. Most organisations will carry out an annual review of the policy as common practice. The H&S policy should be dated to allow for a review reference date and show how current the policy is.

Following enforcement action – Should an organisation face an enforcement notice from HSE or in some cases EHO's, the organisation may need to review its H&S policy. The review would be required to determine if the H&S policy incorporates the improvements or possible changes required after any such enforcement action taken against the organisation.

Q3.1 How can health and safety culture at work be improved? (6)

Training – by ensuring all employees have the appropriate training for their roles, you are providing them with the tools required to carry out their roles in a safe and appropriate manner. This will also improve safety – related behaviours within the organisation.

Health and safety committee – by having a H&S committee in place, having employees at all levels, representing various areas of the organisation will improve Health and safety culture

within it. The committee must be set up, and run accordingly to agreed rules and procedures, which will form part of the organisations policy arrangements and demonstrate the commitment from senior managers.

Communication – regular and effective communication throughout the organisation regarding Health and Safety will improve the culture. Communication and safety information can be sent out in various methods, such as, written, verbal or graphic communication and these methods can be used to communicate with a select or large audience.

Consultation – having consultation meetings with employees in an organisation, relating to health and safety matters, opens a two-way exchange between employer and employee. This implies that the employer listens to their employees’ thoughts and concerns and changes their plans as necessary. This will result in an improved health and safety culture throughout the organisation.

Information – Having health and safety information readily available and within easy access to employees within the organisation will help improve the health and safety culture by keeping H&S at the forefront of everyone’s mind. The information can be shared via Noticeboards, Posters, memos, toolbox talks and handbooks as an example.

Management commitment and leadership – This is arguably the most important aspect in improving any organisations health and safety culture. Having commitment and buy-in from the organisation’s leaders, including Managing director or CEO, will demonstrate to everyone else within the organisation that they are leading from the front in creating a positive health and safety culture that everyone else can be part of and support.

Q3.2 What job factors can lead to poor health and safety behaviour in the workplace. (8)

Repetitiveness of task – If the task in hand is constantly the same, the person completing the task will more than likely become complacent in what they are doing and most likely switch off and disengage from what they are doing. This could result in breaking the safety rules which are in place to prevent accidents or injury from occurring.

Ergonomic design of task – If the workplace or equipment is not suitably designed for the person undertaking the task, it could result in unsafe practices taking place and result in injury. This could be caused by the individual’s workspace or equipment not being assessed appropriately, eg, DSE assessment to ensure a safe and comfortable working environment.

Workload too much – Should the worker be receiving an extremely high workload; this may cause unnecessary stress and lead to mental ill health. This could also be caused by tight deadlines and severe time constraints imposed on the employee, either by the organisation or the worker themselves.

Workload too little – The worker may lose focus and become bored due to the little workload and activities they undertake whilst at work. This could result in the worker “switching off” and become disengaged with their work, resulting in mental ill health or possibly physical injury in certain cases.

Environment to hot – If the workers environment becomes too hot and uncomfortable, this could result in exhaustion and fatigue. Measures should be put in place to either control the temperature within the working area and reduce it in this case, or other control measures put in place to ensure regular breaks, lighter clothing and water is available to aid the worker.

Environment to cold – If the workers Environment was too cold, this could result in unsafe conditions within the workplace. In extreme cases, hypothermia could set in if the worker has been exposed to prolonged exposure to the cold. Safety measures such as PPE (Thermals, hats, gloves etc), regular breaks to allow the worker to warm up and access to warm drinks should be introduced.

Environment to noisy – In certain cases, working areas could become too noisy for workers to operate within, as they are unable to think clearly or could even lead to hearing problems. A general risk assessment would also be required within the workplace and where the noise level is the hazard that's been identified, the hierarchy of control would be used to determine the appropriate way to protect the worker. Eg, appropriate PPE (Ear defenders, ear plugs etc) as a last resort, if the noise couldn't be reduced any other way.

Lack of procedures or poorly written procedures – If the worker hasn't been given any procedures to follow, or the procedures aren't very clear, the workers actions, could potentially put the worker doing the task as well as others at risk of accidents or injury. Poorly written procedures could also leave room for interpretation, resulting in the process, not being followed correctly, nor safely.

Q3.3 Two methods of communicating with employees are via noticeboards and toolbox talks.

What are two advantages of using noticeboards.

- Employees get up to date and relevant information concerning the health and safety procedures and such written document can be referred to so as to be sure of what is exactly expected.
- It can reach a lot of people outside the scope of the workplace. Eg, visitors to the premises will get to know the health and safety procedures and company's value.

What are two advantages of using toolbox talks?

- It provides an opportunity for workers to raise concerns and share information about potential hazards. This in effect can help reduce the number of workplace accidents and injuries.
- Introduces workers to new safety rules, equipment, and preventive practices and motivates the worker to follow standard operating procedures.

What are two limitations of using noticeboards?

- The information may be ignored and for those who will read, some may not even understand what they have read.
- There is no opportunity offered for feedback and also workers or visitors who are visually impaired will be at a disadvantage.

What are two limitations of using toolbox talks?

- Might not get all the workers to participate or attend because they may feel these talks are a waste of time and they would prefer to be working rather than sitting through a presentation. Some may also not attend because they do not feel comfortable speaking up in front of their colleagues or feels topics presented are irrelevant or boring.
- The form might be handed out for signing but the discussion did not actually take place. therefore on paper it looks like it has been carried out but in reality all the employees have done is read a form and signed it.

Question 3.4

What are the rights and functions of a trade union-appointed safety representative. (6)

To be consulted by the employer :The employer must consult in good time safety representatives on issues concerning the health and safety of employees such as health and safety training plans, the introduction of new technology at the workplace that will affect health and safety and before making any decisions which could have health and safety consequences for employees. This gives health and safety representatives an opportunity to express their views.

To carry out safety inspections: Safety representatives have the right to carry out routine inspections at the workplace on a quarterly basis. These inspections are usually done during working hours. Inspections can be carried out in other circumstances such as change in condition of work, where a notifiable accident or dangerous occurrence has taken place or where a new hazard information has been published.

To carry out investigations: Safety representatives have the right to investigate potential hazards and dangerous occurrences or causes of accidents either following a receipt of a complaint or on their own initiative. Complaints relating to employees health and safety or welfare at work are also investigated.

To inspect documents and to provision of information: safety representatives have the right to inspect and take copies of documents relevant to health and safety from their employer. Employers should be given reasonable notices. Employers must make available to safety representatives information such as health and safety manual, all reports of safety investigations, etc necessary to facilitate their work.

They represent employee generally and on specific matters that will affect health, safety, and welfare of their employees. For example if their members have voiced concerns and the management are not interested. The employee can bring this to the Safety Representatives attention.

Time off with pay to enable them to perform their functions. This could be for example, time to carry out investigations and inspections, administration time to type report. This should ideally be within

business hours.

What facilities should an employer provide safety representatives. (2)

Employers should provide safety reps with adequate facilities in order to perform their work such as office space; a seat and desk, internet connection depending on the availability of these within the workplace.

Employers should provide access to a meeting room or private area for the Safety Representative to interview or speak to their member privately.

Question 3.5

(a) List the health and safety matters which employers must consult with employees on. (3)

The introduction of measures affecting the health & safety of workers

The appointment of safety advisors and specialists

The introduction of new technology into the workplace that will affect health and safety

(b) List the benefits of employee participation in the consultation process. (3)

Workers feel heard and valued

Management can gain insight from the people doing the tasks every day

Workers understand the reasons for the H&S rules and will likely value them more

Question 3.6

List the main principles of prevention that can be used to help reduce the risk of injury from hazards identified in the workplace. (8)

1. Avoiding risks.
2. Evaluating the risks which cannot be avoided.
3. Combating the risks at source.
4. Adapting the work environment to the individual.
5. Adapting to technical progress.
6. Replacing the dangerous with the non-dangerous, or the less dangerous.
7. Developing a coherent overall prevention policy.
8. Giving collective protective measures priority over individual protective measures.
9. Giving appropriate instructions to employees

Q3.7

(a) List the key steps of a workplace risk assessment. (5)

Identify the hazards

Identify the people who might be harmed and how

Evaluate the risk and decide on precautions

Record the significant findings and implement them

Review and update as necessary

(b) When might a risk assessment be reviewed. (3)

Change in legislation – could result in a change on an existing risk assessment which could potentially be rendered invalid following the change. The new legislation would need to be considered on its impact within the existing risk assessment and review conducted. Any alterations or changes would then be recorded and implemented.

Accident or Incidents – as part of an accident or incident investigation, the most current and existing risk assessment would be reviewed as part of the investigation. Following the outcome of investigation, it may be deemed necessary, for example, to implement further control measures into the risk assessment following its review.

Change in plant or machinery – Should plant or machinery be changed or upgraded etc, a risk assessment review would need to be completed to assess if any additional hazards or people could be harmed. Changes to hazards may be identified following the change in plant or machinery which will need to be recorded and any new control measures put in place.

Q3.8

What are the best ways of communicating health and safety information to workers?(8)

Noticeboards: A well-managed health and safety notice board can be an effective means of sharing relevant and current information. They should be eye catching and located in areas used by all workers. Notices should be current, relevant and tidily displayed. Contents may include identity of safety representatives and first aiders, accident statistics, safety policy etc.

Posters: They are used to provide safety information, drawing attention to particular issues and supporting the health and safety culture. It is a legal requirement under the health and safety information for employees regulations 1989 that a health and safety law poster be displayed in a central location within the workplace where employees can read.

Films and videos: These are mainly used in training programs. If well made can hold the audience attention and knowledge impacted. These can be projected or played during individual or group sessions. This is useful in providing consistent health and safety information without the expense of running formal training courses at multiple locations.

Memos and emails: These are written notifications used to provide specific information about single issue such as updating procedures, drawing attention to lapses in practice etc.

Employee handbook: This is a document containing information such as site rules, reporting procedures, emergency arrangements, company policies and employee and employer responsibilities.

These are usually given to employer's during induction.

Briefing through existing methods : usually a meeting for giving information E. g team briefing brings managers together with their team on a face to face basis so information can be shared, questions asked and feedback collected.

Toolbox talks: A short presentation or briefing on safety which is routinely carried out at the workplace usually by a supervisor at the start of a shift on health and safety issues.

Intranet bulletin board: These are network systems that are restricted to in company user only and allow users to access policy documents, procedures and records.

Q3.9 List published information that may be consulted when dealing with a health and safety problem at work. (8)

1. HSE Website
2. IOSH Magazine
3. Manufacturers guidance
4. Internet
5. Approved codes of practice and guidance
6. SHP Online Website
7. International Standards Organisation
8. Trade Associations

Question 3.10

What might an organisation do to provide effective first-aid (8) 8 answers (2 lines each)

The general risk level of the workplace – if accidents/injuries are more likely to occur there should be an appropriate number of first aid trained staff to deal with the volume;

The hazards present in the workplace – if there are more hazardous activities within a workplace, there may be a requirement to have staff trained to a higher level, e.g. First Aid at Work as opposed to Emergency First Aid at Work;

The number of workers in the workplace – there should be an appropriate ratio of first aid trained staff to the overall number of employees;

Work patterns and shift systems – for example if there are normally 5 first aid trained staff for the dayshifts 200 staff, there likely doesn't need to be 5 first aid trained staff for a nightshift of only 20 staff;

Non-employees – if an organisation has members of the public within their business, they should consider this when planning how to provide first aid;

Distribution of the work force – if there is a large workforce spread across several buildings, the first aid staff should also be spread across the buildings as opposed to being all together;

The need to cover holidays – Organisations should be aware of not granting annual leave to all of their first aid trained staff at the same time; and

Peripatetic employees – Organisations should consider the best way to provide first aid to those staff who may not be office based, e.g. provision of a phone to call for help, or a small first aid kit to carry with them.

Also consider adding in answer that include the the need for the organisation to carry out a First Aid Needs Risk Assessment, making people aware of who the First Aiders are, refresher training for First Aiders. you can add these to your 8 answers above. Better to have more than 8 for this one.

Question 4.1

An employee fell down a flight of stairs at work while carrying a box of letters to the mail room and broke an arm.

(a) What are the requirements for reporting the accident to the enforcing agency. (3) 3 answers (30 words per answer)

The employee should be taken directly to hospital for treatment. Bone fractures include a break, crack. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'. In some cases, there may be no definitive evidence of a fracture (eg if a X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture.

As a Specified injury under (RIDDOR) it should be reported straight away by phone or online to the HSE incident contact centre

Then a written report would have to be completed and send to within 10 days of the specified injury occurring. this would be done online using the HSE RIRROR reporting page.

b) List the information that should be contained in the accident report. (5) List 5 answers

1. Details of the person involved.
2. Date and time of the incident.
3. Details of the injury sustained.
4. Details of witnesses and statements.
5. Location of the incident (Photos)

Question 4.2

What should you consider when deciding how often active monitoring should take place? (8) 8 answers (2 lines per answer)

Statutory requirements that may dictate an inspection frequency should be considered when deciding how active monitoring should take place.

The activities being carried out and the level of the risk involved in the activities should be considered in how often the monitoring should take place.

How well established the process is (e.g. new equipment may require more frequent monitoring than older equipment).

Manufacturer's recommendations in relation to inspection frequency and content should be taken into account on the monitoring.

The presence of vulnerable workers (e.g. young and inexperienced people) should be a considering factor in how often active monitoring takes place.

Accident history and results of investigations should be considered in how often active monitoring should take place.

Enforcement authorities who may recommend inspections on the frequency of how often the active monitoring should take place.

Whether employees have raised concerns over something that may determine the frequency of how often active monitoring should take place.

Question 4.3

What internal documents could be gathered for analysis during an incident investigation? (8) 8 answers (2 lines per answer)

The organisation's accident reporting book / records should be gathered for analysis during an incident investigation to determine the nature of the injury.

The organisation's health and safety policy documents could be gathered for analysis to determine if there was a breach in company policy that led to the incident.

The risk assessment if one was required could be reviewed during the investigation into the incident or accident.

Method statements could be analysed if needed, if applicable in the case of said accident / incident in the workplace.

Employee written witness statements could be gathered and examined in the case of an accident or incident in the workplace.

The company maintenance records may be gathered for a source of information during an investigation into the accident / incident.

The organisation's Training records could be gathered for analysis into the incident or accident to see if the proper training was given and up to date.

The company's permits to work could be gathered to ensure the employee had one for the task that led to the incident and it was in correct order.

Question 4.4

List reactive measures that can be used to monitor an organisation's health and safety performance. (8) List 8 answers

1. Accidents
2. Dangerous occurrences
3. Near misses
4. Cases of ill health
5. Complaints from the workforce
6. The number and type of formal enforcement actions taken against the organisation
7. The number and value of civil claims for compensation against the organisation
8. The cost of accidents, damage / repairs

Question 4.5

What active methods that can be used to monitor an organisation's health and safety performance (4)

Safety Inspections – An examination of the work place or equipment should be conducted and the results should be measured against the expected performance standards, either in house as set out in an organisations Health and Safety Policy, or against statutory standards

Safety Tours – A walk round of a workplace by a group of managers (including the manager of the area being inspected and possibly workers) to look at points of interest. Other representatives may be on the tour: health and safety, occupational health, engineer.

Safety sampling ie. checking so many of the fire extinguishers on the premises and checking inspection records of alarms etc have been tested. A sample range for example 30% to be checked.

Audit - Audits look at the operation and effectiveness of the H&S Managements system by reviewing documents, records, conducting observations and interviews. This will ensure non conformances are picked up within the Plan, Do, Check, Act cycle.

Question 4.6

List the documents that are likely to be examined during a health and safety audit. (8) List 8 answers
Attempt this without the sample answer

Accident data - concerning injury accidents, property damage, lost time accidents, reportable events, ect, often taken from accident records and accident investigation reports, together with the review of corrective and preventive actions arising from the investigations, to ensure that these are closed out and prevent recurrence.

Question 4.7

When might an organisation review its health and safety training? (8) 8 answers (2 lines per answer)

An organisation might review its health and safety training when new employees start with the organisation that are totally unfamiliar with the company background.

The organisation may have to review its health and safety training after a change in the legislation or law regarding certain topics.

The organisation might review its health and safety training after an incident or accident in the workplace that has happened before and more than human error was involved.

An organisation might review its health and safety policy when a more vulnerable employee is at risk such as a young person or someone with a disability is employed.

The organisation might review its health and safety training when there is a new piece of equipment introduced to the workplace such as forklifts etc.

The organisation might review its health and safety training periodically or on a set date(s) to ensure no employees training certificates expire or laps.

An organisation may choose to review its health and safety training if they move premises to another site or building etc.

The organisation may change / review its health and safety training if there has been a takeover or merger by/with another company / organisation.

Question 4.8

List the documentation that can be used to review an organisations health and safety performance (8)

1. Risk assessments
2. Inspection records
3. Accident book / reports
4. Safe Systems of Work / Method statements
5. H&S Policy
6. Emergency procedures
7. Training records
8. Audit records

Question 4.9

Why might employers keep records of accidents at work and work-related ill-health. (8)

If an incident has been reported under RIDDOR, as part of an organisation's compliance, they must retain records of incidents for three years.

Charges/claims can be brought against an organisation following a workplace injury/accident, records should be retained as evidence against such charges/claims.

Retaining records allows them to be reviewed to identify any trends that may give cause to implement or change risk assessments, safe systems of work, policies, etc.

Records may be required when building a case against an employee who is not in compliance with an organisations attendance policy or an employee with disciplinary issues.

When an organisation is being audited or an investigation is being undertaken, retained documents will be invaluable in building an accurate picture of events.

When records are retained, it shows an organisations commitment to health and safety, there is a desire to improve the company's health and safety performance and culture by previous learning.

Records of previous incidents can provide statistics for an organisation moving forward, they may show how certain areas of the business perform better and in a safer manner than others.

An organisation should have a Health and Safety Policy, within which it may set out a retention record for documents that relate to accidents and work-related ill-health.