

The Theme for May 2018 will be: Evidence Required After an Accident or SHEQ Incident

Your Health and Safety

Our Environment

Quality Requirements

After an accident or SHEQ Incident has occurred, please collect and submit the following documentation to a relevant member of the Stantec Treatment SHEQ Team. See [SYPR07 Reporting](#) (or JV specific process) for further information.

H&S Incident / Accident

- Log Incident on Report IT! and notify your Safety Advisor immediately.
- Inspection Records
- Daily Briefing
- RAMS
- Plant Records
- Photos of Location
- Accident Book Record
- Statement from Injured Person
- Contractors Accident Report
- SYFR07-02 Internal Accident Notification (only if there is no access to the Report IT! System)
- Safe Start Card
- Toolbox Talks
- Training Cards / Certificates
- Induction Form
- Drawing / Sketches
- PPE Record

RIDDOR:

- [Investigation Report](#)
- [SYFR08-03 Accident Incident Form](#)
- [H&S RIDDOR Report](#)



Environmental Incident

- Log Incident on Report IT! and notify your Environmental Advisor immediately
- Inspection Records
- Safe Start Card
- Toolbox Talks
- Plant Records (if applicable)
- Photos of the Incident / Spill
- Samples of the Product (contaminated water etc.)
- Weather Reports
- Permits to pump and watercourse monitoring records (if affecting controlled waters or drains)
- Details of any other parties informed and any associated reference numbers
- Statements from those involved (if applicable)
- RAMS
- Daily Briefing
- Waste Transfer Notes



Quality Incident

- Input incident on CDFR10-01 Non Conforming Output (NCO) Register
Note: if £0 cost is associated with incident log as Improve IT! instead
- Inspection Records
- Calibration Records (if applicable)
- Photos of the defect / Non-conforming Output / Product (NCO)
- Quarantine Item / work area

Contact your regional Quality Manager if a quality investigation is required.

