



Web EDH is available at: <https://edh.cern.ch>

The Electronic Document Handling System ©

Internal Accident Report

Quick Reference Guide

For additional copies see

http://cern.ch/ais/apps/edh/pdfdocs/QRG_Accident_English.pdf



Should you require support for EDH, or if you have any comments or feedback, please email ais.support@cern.ch or telephone +4122 767 99 33

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Introduction

Any incident which has caused or could have caused personal injury, material damage to CERN property or harm to the environment must be reported if it occurs:

- on the CERN site or between the different parts of the CERN site (Members of the Personnel, Visitors, Contractors' personnel),
- or on the journey between home and CERN or during duty travel (Members of the Personnel).

The purpose of the Internal Accident Report form is to ensure that all the relevant services are informed, in accordance with the A2 Safety Code.


This Report is not to be confused with the Accident Declaration form (HS 50), which has to be completed for insurance purposes.

To complete an Internal Accident Report form, you will need to:

1. Click on the Internal Accident Report icon
2. Describe the event
3. Indicate its date and place
4. Indicate the persons concerned
5. If necessary, give further details and/or attach appendices
6. Save the document
7. Send the document to be signed (by the Group Leader) and forwarded to the relevant persons

Step 1: All persons with access to EDH can create an Internal Accident Report by clicking on the icon of this name on the EDH desktop or via the URL

<https://edh.cern.ch/Document/Accident2/>

Please use the  symbol on the right of each field if you need help.

Use the information links, such as "Contractor or institute concerned", if you need to consult information in the administrative databases.

Step 2: Description of the event

Please identify the **type of safety issue** you are declaring:

- **Accident:** any event which has caused damage to property belonging to CERN or to a third party or harm to the environment which has occurred on the CERN site, or offsite in the course of official activities for CERN.
An accident concerns domains of environment, radiation or exploitation.
- **Personal Accident:** any accident
- with or without material or environmental damages
- which results in bodily injuries, health impairment or a fatal accident and which has occurred on the CERN site, or offsite in the course of official activities for CERN.
A personal accident concerns domains of healthy and safety.
- **Near miss:** Near accident: without consequences but that could have caused damage to property belonging to CERN or to a third party or harm to the environment, or bodily injuries, health impairment or a fatal accident.
e.g.: entering the building, a person was close to fall in the double-floor due to a missing floor panel (panel forgotten to refix after an intervention)
- **Hazardous situation:** situation which could lead to an accident
e.g.: absence of a panel of a double-floor and of a signposting, leading to a risk of fall of 1 m.

Enter a **short description** of the event; in the following the short description will be used as title and will allow you to identify your document.

Describe the accident by giving as much details as possible in the corresponding field.

You can complete the description with sketches or photos that you can attach to the declaration.

Enter the precautionary or other **measures taken immediately** after the accident.

Step 3: Date and place of the event

For accidents and personal accidents, you must enter the **date and the time** of the event; for hazardous situations and near misses, the indication of date and time is optional.

Please declare if the accident happened on or off the CERN site by choosing the appropriate option in the menu list.


Describe the location of the accident in the fields **Building or nearest building** and/or **Details about the location**. Please be as exact and detailed as possible.

Please indicate if the event happened on a work or **construction site** on or off CERN site in order to inform the worksite coordinators.

In case of events on CERN site, please specify if

- the event happened on an **experiment's site** by choosing the experiment concerned in the list. In the following, the responsible GLIMOS will be informed about your report.
- an **accelerator** has been involved by choosing the accelerator concerned in the list. In the following, the DSO of BE department will be informed about your report.

Step 4: Persons concerned

Click on the  button to edit information about the person(s) involved in the event.

For accidents and personal accidents, you must enter at least one person involved, for hazardous situations and near misses, the indication of persons involved is optional.

Please choose in which context the person has been involved in the event: either as a victim (injured or not), or as a witness or as a technical responsible (particularly in case of absence of witnesses and victims, e.g. flooding of a cellar due to strong rain fall).


By selecting in the menu list the option "in database", you can choose a person in the corporate databases using the link on the field label **Name**. After the choice of a person, the personal details are displayed automatically.

If the requested person is not registered in the corporate databases, please choose the option "not in database". In the following, you have to enter manually the name and first name of the person

You may give more **details** about the involvement of the person in the accident, e.g. by describing the location of the witness during the accident, the exact role of the third party, his possible injuries, the damages of his vehicle, etc.

For an injured victim, please enter in this field the physical injuries of the person (mandatory field).

If the victim has been injured, please indicate if this accident will cause absence from work (if known).

You can delete persons from the report by clicking on the  button.

Step 5: Further details; appendices

The field **Any other information** allows you to give further details if necessary.

You can mention there if you have attached documents in electronic format.

If you wish to attach any paper documents to your report (drawings, witness accounts, etc.) but cannot or do not wish to scan them to include them in the EDH document, you must send them to the Head of HSE unit via the internal mail.

In this case,

1. Mention them in the "**Any other information**" field;
2. After completing the final step (No. 7), print the Internal Accident Report;
3. Attach the paper appendices to it and send it to the *Head of HSE unit* via the internal mail.

Step 6: Save the document

You are recommended to save your Internal Accident Report document while completing it. To save it, click on the "Save" button at the top.

Step 9: Send the document

Once you have completed and saved the document, you can send it by clicking on the "Send" button in the top right-hand corner. The document will then be routed for each person mentioned in the report and who is registered in CERN's databases:

- For signature to the group leader of each victim and technical responsible. If the victim or the technical responsible are External firm staff, the group leader of the technical responsible of the contract will be involved. With his signature, the group leader certifies that he has duly taken note of the event.
- For information:
 - a) To each person indicated in the report, except if he is its creator
 - b) To the DSO and the direct supervisor of each victim and technical responsible
 - c) To the HRA of each victim who is staff member
 - d) To the technical responsible of the contract of each victim who is External firm staff.

If more than one person has been mentioned, these steps above are executed for each person in parallel. If no person has been mentioned, the steps are skipped.

Then, the report is distributed for information to the following persons and services:

- Head of HSE unit
- Group Leader of HSE-SEE
- Head of Fire Fighters
- Accident Prevention and Follow-up Service
- DSO of BE department if an accelerator is concerned
- Safety-coordination@cern.ch if a construction site is concerned
- TSO of the building concerned (if applicable)
- DSO of the building's owner department (if applicable)
- GLIMOS of the experiment concerned (if applicable) and the DSO of PH department.