



# **REPORT THAT ACCIDENT!**

## **Who reports an accident or near miss?**

Anyone can report an accident or near miss, it could be the injured person or their representative, first aider, witness, DSO or line manager.

**To report an accident or near miss follow the four steps below:**

- Fill out an accident report form (ARF) printable from the HS&E website <http://www.lboro.ac.uk/admin/hse/forms/ARF.pdf>
- Pass to your Departmental Safety Officer (DSO) for signature who will then
- Forward to your Head of Department/Head of Section or their representative for signature
- The DSO will then forward the ARF to the Health and Safety Office without delay

Further guidance and a copy of the accident report form can be obtained from the HS&E website:  
[www.lboro.ac.uk/admin/hse/accidents.html](http://www.lboro.ac.uk/admin/hse/accidents.html)

If in doubt contact the HS&E Office on Ext: 2181

YOUR DSO IS: