

13.2 Accident Reporting

All accidents that occur in the workplace must be reported. Accident Reports **(0-3 day and 4 day+ accidents)** should be recorded on the Flex System by the Health and Safety Coordinators (or an assigned administration person by the H&S Coordinator) in conjunction with the SMS Unit Manager.

This will involve completing two accident report forms:

1. Accident Report Form (0-3 day) completed on the Flex Manager online reporting tool
2. Accident Report Form (4 day+) completed on the Flex Manager online reporting Flex Manager online reporting tool available at: <https://safety.teagasc.ie>

The contact details for the Insurance Officer and the Internal H&S Officer are:

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Version	Revision Date	Summary of Changes	Policy Owner
2.0	August 2020	Changes to reflect new Flex System	Corporate Services