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# Procedure for Reporting Accidents

1. **Contact emergency services if appropriate.** Dial 999 or 112.
2. **Report accident to PI/Supervisor/Technical Staff**, they will advise Head of School and Schools' Health and Safety Chairperson Dr Tom Moore of accident.
3. **Complete all accident report forms in due course.**  
Accident forms available from both administration offices.  
Please contact Pat Allen, Ext. 5418, [p.allen@ucc.ie](mailto:p.allen@ucc.ie) for assistance with forms.

## Forms to complete and sign:

### **Form 1: Staff Accident Report Form (To be completed within 24 hours of accident, Form 4 follows within 72 hours after accident)**

White copy:	HR	
Pink copy:	Administrative Secretary	Ms Nora Geary
Yellow copy:	University Safety Officer	Mr John Ring
Blue copy:	School/Department	Ms Yvonne Brennan
Gold copy:	Safety Representative	Dr Donnacha O' Connell (Chemistry)
Green copy:	Student Health Officer	Dr Michael Byrne

### **Form 2: Dangerous Occurrence/Incident Report Form**

White copy:	University Safety Officer	Mr John Ring
Blue copy:	School/Department	Ms Yvonne Brennan
Gold copy:	Safety Representative	Dr Donnacha O' Connell (Chemistry)

### **Form 3: Non-Staff Accident Report Form**

White copy:	Administrative Secretary	Ms Nora Geary
Pink copy:	University Safety Officer	Mr John Ring
Blue copy:	School/Department	Ms Yvonne Brennan
Green copy:	Student Health Officer	Dr Michael Byrne

### **Form 4: Accident/Dangerous Occurrence Investigation Report Form (To be completed within 72 hours after accident, following on from Form 1, 2 & 3)**

White copy:	University Safety Officer	Mr John Ring
Blue copy:	School/Department	Ms Yvonne Brennan
Pink copy:	Administrative Secretary	Ms Nora Geary

See Health and Safety Office details on UCC Internal Accident Reporting System  
<http://www.ucc.ie/en/occupationalhealthandsafety/accidents/irs/>