

The GMB logo consists of the letters 'GMB' in a bold, white, sans-serif font, centered within a white square.The GMB@WORK logo features the text 'GMB@WORK' in a white, sans-serif font, with the '@' symbol stylized as a circle with a dot inside. This logo is set against a black rectangular background.

GMB

UNOFFICIAL ACCIDENT & NEAR-MISS REPORT BOOK

Tracking accidents and near misses at work is critical to reducing the risk of serious injuries in the workplace.

By developing a complete picture of the risks in the workplace, it is possible to tackle problems before they ever become serious enough to severely hurt someone.

Please record every health, safety and welfare incident on site, including near-misses where no-one was hurt but they could have been, in this unofficial book so that GMB Workplace Organisers and Safety Representatives can ensure that the company takes immediate action to remove the danger from the workplace.

YOUR STORE/DEPOT:

GMB PROTECTING MEMBERS IN THE WORKPLACE

www.gmb.org.uk

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GMB PROTECTING MEMBERS IN THE WORKPLACE

This GMB Unofficial Accident & Near-Miss Report Book in no way intends to replace or usurp the official accident book, which is the responsibility of the employer.

The intention of this GMB Unofficial Accident & Near-Miss Report Book is to track all incidents within the workplace suffered by GMB members and would-be GMB members in order that GMB can ensure that all accidents are recorded correctly and acted on by the company.

All workplace accidents and injuries will be monitored by GMB, especially those which result in a worker being unable to return to work for three days or more, in order that GMB can ensure that this data has been submitted by the company to the Health and Safety Executive (HSE).

Personal data recorded will only be shared with the company where a claim for personal injury compensation is being assessed by GMB Free Legal Services on behalf of a member.

This Unofficial Accident & Near-Miss Report Book should be stored in a secure and safe place at all times. All tear off slips at the bottom of the accident report forms, once completed, should be returned FREEPOST to GMB at the following address:

FREEPOST RRRS-KSGH-REKT
GMB
Cavendish House
369 Burnt Oak Broadway
EDGWARE
HA8 5AW

Some employers who promote legal advice schemes charge their employees for this benefit. Is this so the employers can pick and chose their solicitors for their convenience?

GMB membership provides GMB members with a free legal service, using independent solicitors, on all employment matters, including unfair dismissal and discrimination cases, accidents at work and road traffic accidents for members and their families.

Was a GMB member involved in the accident/incident? Yes No

What was the date of the accident/incident?

Where on site did the injury occur (e.g. staff room; cold store etc)?

Please give a brief description of the incident/near miss, including a description of any injury suffered:

Please give the details of any medical treatment required (e.g. ambulance called; sent to hospital):

Was it reported in the company accident book? Yes No

Did you take any time off from work? If so, how long? 1–3 days 3 days or more

Was this absence taken as sick leave? Yes No

Has the GMB member completed a TU56 Compensation Claim? Yes No

Detach here

What is the name of the injured worker?

What is their GMB membership number?

What is their employee number/reference?

Was a GMB member involved in the accident/incident? Yes No

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MODEL LETTER TO STORE MANAGER FORMALLY REQUESTING THE ESTABLISHMENT OF A SAFETY COMMITTEE

It must be signed and dated by at least TWO GMB Safety Representatives.

As soon as there are two official GMB Safety Representatives on site they should adapt this format to include the date, name of their store manager and the location of the store.

(Insert name of Store Manager)

(Insert name of Store)

(Insert date)

Dear *(insert name of Store Manager)*

Establishment of a Safety Committee

GMB is writing to formally request the establishment of a Safety Committee for store *(insert location of store)*, in accordance with Regulation 9(1) of the Safety Representatives and Safety Committee Regulations 1977.

Having received this request in writing, signed by at least two GMB Safety Representatives, you are now required to establish this Safety Committee in accordance with the provisions of Regulation 9(2) of the Safety Representatives and Safety Committee Regulations 1977. These state:

“Where an employer is requested to establish a safety committee in a case prescribed in paragraph (1) above, the employer shall establish it in accordance with the following provisions:

(a) the employer shall consult with the safety representatives who made the request and with the representatives of recognised trade unions whose members work in any workplace in respect of which he proposes that the committee should function;

(b) the employer shall post a notice stating the composition of the committee and the workplace or workplaces to be covered by it in a place where it may be easily read by employees;

(c) the committee shall be established not later than three months after the request for it.”

We now look forward to meeting you at your earliest convenience for the consultation to take place in accordance with paragraph (a) above.

(Insert names and signatures of at least two GMB Safety Representatives)

GMB Safety Representatives

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**GMB PROTECTING MEMBERS
IN THE WORKPLACE**