

## Stress and Mental Health

Many people think of workplace safety in terms of physical injuries but psychological workplace injuries should also be prevented. Stress, heavy workloads, bullying, harassment, exhaustion, long-hours, anxiety etc. can have a huge impact on mental health and like all injuries should be reported. All employers have a duty of care, this means they must do all they reasonably can to support their employees' health, safety and well-being. This includes:

- making sure the working environment is safe
- protecting workers from discrimination
- protecting workers from sexual harassment
- carrying out risk assessments

Employers must treat mental and physical health as equally important. Some workers may have a mental disability, it is important to consult with your employer to allow for any reasonable adjustments to be made.

### More Information

*Act Now on Mental Health* leaflet:  
<https://shorturl.at/1Ju6T>

[www.tuc.org.uk/resource/mental-health-and-workplace](http://www.tuc.org.uk/resource/mental-health-and-workplace)

[www.acas.org.uk/supporting-mental-health-workplace](http://www.acas.org.uk/supporting-mental-health-workplace)

## Worker representation & further Information

Unionised workplaces are safer workplaces especially if there's a safety rep in place. To find your union see below.

A health and safety committee and trade union safety representatives are important channels to address worker safety. Safety reps consult and represent workers including the right to access any records kept by the employer on any injuries, diseases or dangerous occurrences. Personal details can be redacted by request but reps must be informed of the details. Reps can also request regular reports from the accident book and details of reported incidents. Union safety reps have additional powers to investigate, inspect and assist with formal investigations.

Safety reports and accident books should also be a regular agenda item at safety committee meetings.

### Workplace Accident Book

[www.hse.gov.uk/pubns/books/accident-book.htm](http://www.hse.gov.uk/pubns/books/accident-book.htm)

### Which union for me?

<https://www.tuc.org.uk/joinunion>

### RIDDOR Explained

<https://www.hse.gov.uk/riddor/>

### First Aid at Work

[www.hse.gov.uk/simple-health-safety/firstaid](http://www.hse.gov.uk/simple-health-safety/firstaid)

<https://gmhazards.org.uk>



**ACT  
NOW**

**ON  
ACCIDENT  
BOOKS**

## Why Accident Books are Needed

Recording accidents at work is a legal requirement for employers under the *Social Security Regulations 1979*. Records and reports of accidents in the workplace are essential to show what happened, where and when. They can also help identify trends, hazards, help with claims, insurance, compensation, inspections and ensure employers are legally compliant.

Every time an accident happens, you must record:

- ✎ Full name, address and occupation of the injured person
- ✎ Date and time of the accident
- ✎ Place where the accident happened
- ✎ Cause and nature of the injury
- ✎ Name, address and occupation of the person recording the accident, if other than the injured person

Accident records must be kept for 3 years after the accident however for compensation claims or insurance it is worth keeping it for longer.

The Health & Safety Executive (HSE) recommends that all employers have an accessible accident book.

**To see an example of an approved Accident Book see link below**

<https://shorturl.at/oRasM>

**For life-threatening emergencies always call 999 immediately. If you are unsure dial 111.**

## Accident Books: What to Record

Any injury at work, including minor injuries should be recorded in your employer's accident book. Recording injuries helps the employer to see what's going wrong and take action to stop any further injuries. The accident book also provides a useful record of what happened in case a worker needs assistance further down the line. Employers can purchase the HSE accident book online or use their own so long as it complies with the recording requirements.

### Reporting Serious Injuries

More serious work-related injuries, illness and near misses must be reported by the employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) scheme. These must be sent immediately to the relevant enforcing authority (usually the HSE or local authority). The accident book may help to inform the RIDDOR records but it is not a substitute for a RIDDOR report. To make a RIDDOR report, access useful resources and details about what is reportable see: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**- Minor injuries must be recorded**

**+ Serious injuries must be recorded and reported under RIDDOR**

## First Aid at Work

Employers must make sure employees get immediate help if taken ill or injured at work. The law applies to every workplace and now covers mental health. Many minor workplace injuries can be treated initially by a First Aider.

Employers should ensure:

- ✦ there is a well stocked first aid kit based on workforce size and nature of the work being carried out
- ✦ workers know where to access first aid and who the first aiders are
- ✦ appointed person or people to take charge of first aid arrangements
- ✦ consider where and how employees work, previous patterns as well as their physical and mental health needs. Lone and higher risk workers, remote and travelling workers should also be considered.
- ✦ it is recommended that first aiders undertake a recognised first aid training course which also includes Mental health first aid.

For more information see:

[www.hse.gov.uk/pubns/priced/l174.pdf](http://www.hse.gov.uk/pubns/priced/l174.pdf)

**Contact your union Safety Rep or relevant enforcing authority if you have safety questions or concerns. [www.hse.gov.uk/contact/ask-us-about-health-and-safety](http://www.hse.gov.uk/contact/ask-us-about-health-and-safety)**