



The  
University  
Of  
Sheffield.

## Safety Services.

Departmental Safety Officers

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Dear Colleague

### Accident Processing and Investigation Training

It is important to process accidents correctly, from a legal point of view (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), from an insurance point of view and above all for accident prevention purposes.

It is good practice to investigate all but the most obvious and routine incidents as the reason for them may uncover underlying deficiencies in training, systems or management policies. The HSE would certainly expect this to see this happening if they had cause to visit for any reason.

Subject to sufficient enrolment, Safety Services will be holding another half-day training session on

Tuesday 1 February 0900 - 1200

Preference this time will be given to those members of staff with a recognised safety role but others are welcome to apply

If you would like to attend, please contact me by e.mail ([A.Willcox@Sheffield.ac.uk](mailto:A.Willcox@Sheffield.ac.uk))

Yours sincerely

Dr Anne Willcox  
Deputy Head of Safety Services