

Accident Reporting Procedures

For incidents occurring at FMRIB



In the event of an emergency, the appropriate emergency services should be summoned.

- Call **2222** for emergency medical assistance
- Call **4444** in the event of a fire
- Call **4444** for the hospital security

In the case of a medical emergency or any other form of accident, however small, you should report it. Examples would include cuts, bruises, needle jabs etc. that occur as accidents or incidents within the Centre.

As a first point of call speak to Jon Campbell, Michael Sanders, or David Parker.

Other than for very minor incidents, an accident/incident form should be completed, signed by your supervisor or line manager and sent to the Departmental Safety Officer. The accident forms are available by Sue Field's desk.

The senior radiographers should also be informed if staff are aware of a near-miss incident, for example where someone could have been injured or put at risk, even if no injury actually occurred.

Department Safety Officer: Russell Leek – (2)34771 – russell.leek@ndcn.ox.ac.uk

WIN Centre Safety Reps: Jon Campbell and Michael Sanders – radiographers@win.ox.ac.uk