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RIDDOR

RIDDOR (NI) 97

Reporting *of* Injuries, Diseases *and* Dangerous Occurrences Regulations (Northern Ireland)

■ What is RIDDOR (NI) '97?

You may be hearing or reading a lot about RIDDOR (NI) '97, but what exactly does it mean? It means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, which come into operation on 1 April 1998.

■ Why do I need to know about RIDDOR (NI) '97?

RIDDOR (NI) '97 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Most people with duties under the Regulations will find all they need to know here – even if they didn't know about the Regulations which RIDDOR (NI) '97 replaces. However, if you want the full text of the Regulations together with guidance notes, a separate detailed guide is available (see "Publications" at the end of this leaflet).

■ Why more Regulations?

In this case more really is less. RIDDOR (NI) '97 replaces three sets of previous Regulations. RIDDOR (NI) '97 makes things easier in several ways. It simplifies what you should report and how to report it.

■ Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. They can then help and advise you on preventive action to reduce injury, ill health and accidental loss – much of which is uninsurable. A free leaflet *Be safe – save money!* looks at what accidents cost (see "Publications" at the end of this leaflet).

■ Do the Regulations affect me?

If you are an employer, self-employed or in control of work premises you will have duties under the Regulations.

■ What do I need to do?

Not very much! – For most businesses a reportable accident, dangerous occurrence or case of disease is a comparatively rare event. Please read this leaflet and keep it handy in case you need to make a report.

■ When do I need to act?

Death or major injury

If there is an accident connected with work and:

your employee, or a self employed person working on your premises is killed or suffers a major injury* (including as a result of physical violence); or

a member of the public is killed or taken to hospital;

you must notify the enforcing authority without delay (eg telephone). They will ask for brief details about your business, the injured person and the accident; and

within ten days you must follow this up with a completed accident report form (NI2508). A form is included with this leaflet which you may copy.

*Definitions of major injuries are given later.

■ Over-three-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must send a completed accident report form (NI2508) to the enforcing authority within ten days.

An over-the-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non work days).

■ Dangerous occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (eg by telephone). A summary of the reportable dangerous occurrences is given later. A full list is included with the pad of report forms and in the guide to the Regulations, or you can simply ring HSENI* to find out.

Within ten days you must follow this up with a completed accident report form (NI2508). A form is included with this leaflet which you may copy.

*See "Who do I report to?" for contact details.

■ Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must send a completed disease report form (NI2508A) to the enforcing authority. A form is included with this leaflet which you may copy. The reportable diseases are * listed later or you can simply ring the Employment Medical Advisory Service of the Health and Safety Executive for Northern Ireland (HSENI) to check whether a disease is reportable.

*See "Information for Doctors".

■ I'm self-employed. What do I need to do?

If you are working in someone else's premises and suffer either a major injury or an injury which means you cannot do your normal work for more than three days, then they will be responsible for reporting, so, where possible, you should make sure they know about it.

If you or a member of the public is injured while you are working on your own premises, if there is a dangerous occurrence there, or if a doctor tells you you have a work-related disease or condition, then you need to report it. However, as a self-employed person you don't need to notify immediately if you suffer a major injury on your own premises. Either you or someone acting for you should send in a report form within 10 days.

■ Who do I report to?

In general, you should contact the environmental health department of your district council if your business is:

- office based;
- retail or wholesale;
- warehousing;
- hotel and catering;
- sports and leisure;
- residential accommodation, excluding nursing homes, or;
- concerned with places of worship.

See "Enforcing Authorities" for contact telephone numbers.

For all other types of business it will be the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR. Tel: (028) 9024 3249.

■ Keeping records

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. You can keep the record in any form you wish, for example by keeping copies of completed report forms in a file or recording the details on a computer.

■ Which Report Form must I use?

Form NI2508 – for reporting injuries and dangerous occurrences.

Form NI2508A – for reporting cases of disease.

These forms are available from:

The Stationery Office Bookshop

16 Arthur Street

Belfast

BT1 4GD

Telephone: (028) 9023 8451

You should obtain the forms now to avoid delay should an accident occur.

These forms can also be downloaded from HSENI's website

(www.hseni.gov.uk/forms.cfm)

■ Is that all?

In the case of accidents involving railways, forms NI2508RA, NI2508RB or NI2508RC can also be downloaded from HSENI's website.

Yes – for the majority of people with duties under the Regulations this leaflet contains all you will need to know.

Any questions you may have, for example on reportable dangerous occurrences or diseases, can be answered by calling HSENI*. If, however, you would like to have more of the detail to hand, a detailed guide to the Regulations is available. It contains the full text of the Regulations together with guidance on interpretation and includes the lists of reportable diseases and dangerous occurrences (see "Publications" at the end of this leaflet).

*See "Who do I report to?" for contact details.


■ Definition of major injuries, dangerous occurrences and diseases

Reportable major injuries are:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;
- any other injury leading to hypothermia, heat induced illness or to unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

■ Reportable dangerous occurrences are:

1. collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. explosion, collapse or bursting of any closed vessel or associated pipework;
3. failure of any freight container in any of its load-bearing parts;
4. plant or equipment coming into contact with overhead power lines;
5. electrical short circuit or overload causing fire or explosion;
6. any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
7. accidental release of a biological agent likely to cause severe human illness;
8. failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
9. malfunction of breathing apparatus while in use or during testing immediately before use;
10. failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
11. collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
12. unintended collision of a train with any vehicle;

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13. dangerous occurrence at a well (other than a water well);
 14. dangerous occurrence at a pipeline;
 15. failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
 16. a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
 17. a dangerous substance being conveyed by road is involved in a fire or released;

The following dangerous occurrences are reportable except in relation to offshore workplaces;

18. unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
19. explosion or fire causing suspension of normal work for over 24 hours;
20. sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air;
21. accidental release of any substance which may damage health.

Note: *additional categories of dangerous occurrences apply to mines, quarries, railways and offshore workplaces.*

INFORMATION FOR DOCTORS

■ How does the system of disease reporting operate?

The diseases which are reportable are listed on pages 11-23. The types of work activity set out alongside the diseases are those where that disease is a recognised risk. An employer or self-employed person has to report a listed case of disease when:

- it has been diagnosed in writing by a doctor;
- the person concerned is currently employed in an associated work activity.

A report of a case of disease will not necessarily signify that it was caused by work, it will mean that the person affected works in a job where in general the disease is likely to have an occupational origin.

■ How can doctors help?

Employers have to report cases of disease only if they have received a written diagnosis from a doctor. A self-employed person need only be informed by a doctor that they are suffering from a scheduled disease to make it reportable.

Doctors therefore play an important role in the occupational disease reporting system.

It is important for both employers and the self-employed that any reportable diseases can be easily identified, for instance from the medical certificates or correspondence they receive.

Doctors can help considerably in this process by using the precise description of the disease listed so that the employer will be able to identify immediately whether the case of disease is reportable.



■ Confidentiality

There may be circumstances when it would be inappropriate to disclose information about an employee's condition or to pass it on to their employer. The reporting system introduced by RIDDOR (NI) '97 contains nothing to alter this aspect of the normal ethical considerations in the doctor-patient relationship. However, in such circumstances the doctor, with the patient's agreement, might be prepared to pass information to another practitioner either in an occupational health service (where one exists at the employee's place of work) or directly to the Employment Medical Advisory Service of the Health and Safety Executive for Northern Ireland.

■ Further information

Further guidance and information on RIDDOR (NI) '97 is available on the list of suggested reading on page 28. The Employment Medical Advisory Service is also available to answer questions on the reporting of diseases or any other aspects of occupational ill health (for office address and telephone number see page 24).


Doctors are encouraged to consider the possibility of links between the ailments presented by patients and the health risks associated with the types of work they do.

■ Reportable diseases from Schedule 3 of the Regulations

Occupational diseases

Conditions due to physical agents and physical demands of work

1. Inflammation, ulceration or malignant disease of the skin due to ionising radiation.
2. Malignant disease of the bones due to ionising radiation.
3. Blood dyscrasia due to ionising radiation.
Activity: Work with ionising radiation.
4. Cataract due to electromagnetic radiation.
Activity: Work involving exposure to electromagnetic radiation (including radiant heat).
5. Decompression illness.
6. Barotrauma resulting in lung or other organ damage.
7. Dysbaric osteonecrosis.
Activity: Work involving breathing gases at increased pressure (including diving).
8. Cramp of the hand or forearm due to repetitive movements.
Activity: Work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arm.
9. Subcutaneous cellulitis of the hand (beat hand).
Activity: Physically demanding work causing severe or prolonged friction or pressure on the hand.
10. Bursitis or subcutaneous cellulites arising at or about the knee due to severe or prolonged external friction or pressure at or about the knee (beat knee).
Activity: Physically demanding work causing severe or prolonged friction or pressure at or about the knee.

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11. Bursitis or subcutaneous cellulites arising at or about the elbow due to severe or prolonged external friction or pressure at or about the elbow (beat elbow).
Activity: Physically demanding work causing severe or prolonged friction or pressure at or about the elbow.
 12. Traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths.
Activity: Physically demanding work, frequent or repeated movements, constrained postures or extremes of extension or flexion of the hand or wrist.
 13. Carpal tunnel syndrome.
Activity: Work involving the use of hand-held vibrating tools.
 14. Hand-arm vibration syndrome.
Activity: Work involving:
 - (a) the use of chain saws, brush cutters or hand-held or hand-fed circular saws in forestry or woodworking;
 - (b) the use of hand-held rotary tools in grinding material or in sanding or polishing metal;
 - (c) the holding of material being ground or metal being sanded or polished by rotary tools;
 - (d) the use of hand-held percussive metal-working tools or the holding of metal being worked upon by percussive tools in connection with riveting, caulking, chipping, hammering, fettling or swaging;
 - (e) the use of hand-held powered percussive drills or hand-held powered percussive hammers in mining, quarrying or demolition, or on roads or footpaths (including road construction); or
 - (f) the holding of material being worked upon by pounding machines in shoe manufacture.

Infections due to biological agents

15. Anthrax.

Activity: (a) Work involving handling infected animals, their products or packaging containing infected material; or
(b) work on infected sites.

16. Brucellosis.

Activity: Work involving contact with:
(a) animals or their carcasses (including any parts thereof) infected by brucella or the untreated products of same; or
(b) laboratory specimens or vaccines of or containing brucella.

17. (a) Avian chlamydiosis.

Activity: Work involving contact with birds infected with chlamydia psittaci, or the remains or untreated products of such birds.

(b) Ovine chlamydiosis.

Activity: Work involving contact with sheep infected with chlamydia psittaci, or the remains or untreated products of such sheep.

18. Hepatitis.


Activity: Work involving contact with:
(a) human blood or human blood products; or
(b) any source of viral hepatitis.

19. Legionellosis.

Activity: Work on or near cooling systems which are located in the workplace and use water; or work on hot water service systems located in the workplace which are likely to be a source of contamination.

20. Leptospirosis.

Activity:
(a) Work in places which are or are liable to be infested by rats, field mice, voles or other small mammals;
(b) work at dog kennels or involving the care or handling of dogs; or
(c) work involving contact with bovine animals or their meat products or pigs or their meat products.

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21. Lyme disease.
Activity: Work involving exposure to ticks (including in particular work by forestry workers, rangers, dairy farmers, game keepers and other persons engaged in countryside management).
 22. Q Fever.
Activity: Work involving contact with animals, their remains or their untreated products.
 23. Rabies.
Activity: Work involving handling or contact with infected animals.
 24. Streptococcus suis.
Activity: Work involving contact with pigs infected with streptococcus suis or with the carcasses, products or residues of pigs so affected.
 25. Tetanus.
Activity: Work involving contact with soil likely to be contaminated by animals.
 26. Tuberculosis.
Activity: Work with persons, animals, human or animal remains or any other material which might be a source of infection.
 27. Any infection reliably attributable to the performance of the work specified in the entry opposite hereto.
Activity: Work with micro-organisms; work with live or dead human beings in the course of providing any treatment or service or in conducting any investigation involving exposure to blood or body fluids; work with animals or any potentially infected material derived from any of the above.

Conditions due to substances

28. Poisonings by any of the following:
- (a) acrylamide monomer;
 - (b) arsenic or one of its compounds;
 - (c) benzene or a homologue of benzene;
 - (d) beryllium or one of its compounds;
 - (e) cadmium or one of its compounds;
 - (f) carbon disulphide;
 - (g) diethylene dioxide (dioxan);
 - (h) ethylene oxide;
 - (i) lead or one of its compounds;
 - (j) manganese or one of its compounds;
 - (k) mercury or one of its compounds;
 - (l) methyl bromide;
 - (m) nitrochlorobenzene, or a nitro- or amino- or chloro-derivative of benzene or of a homologue of benzene;
 - (n) oxides of nitrogen;
 - (o) phosphorus or one of its compounds.
Activity: Any activity.
29. Cancer of a bronchus or lung
- Activity:*
- (a) Work in or about a building where nickel is produced by decomposition of a gaseous nickel compound or where any industrial process which is ancillary or incidental to that process is carried on; or
 - (b) work involving exposure to bis(chloromethyl) ether or any electrolytic chromium processes (excluding passivation) which involve hexavalent chromium compounds, chromate production or zinc chromate pigment manufacture.

30. Primary carcinoma of the lung where there is accompanying evidence of silicosis.

Activity: Any occupation in:

- (a) glass manufacture;
- (b) sandstone tunnelling or quarrying;
- (c) the pottery industry;
- (d) metal ore mining;
- (e) slate quarrying or slate production;
- (f) clay mining;
- (g) the use of siliceous materials as abrasives;
- (h) foundry work;
- (i) granite tunnelling or quarrying; or
- (j) stone cutting or masonry.

31. Cancer of the urinary tract.

Activity: 1 Work involving exposure to any of the following substances:

- (a) beta-naphthylamine or methylene-bis-ortho-chloroaniline;
- (b) diphenyl substituted by at least one intro or primary amino group or by at least one nitro and primary amino group (including benzidine);
- (c) any of the substances mentioned in sub-paragraph (b) above if further ring substituted by halogeno, methyl or methoxy groups, but not by other groups; or
- (d) the salts of any of the substances mentioned in sub-paragraphs (a) to (c) above.

Activity: 2 The manufacture of auramine or magenta.

32. Bladder cancer

Activity: Work involving exposure to aluminium smelting using the Soderberg process.

33. Angiosarcoma of the liver.
Activity:
- (a) Work in or about machinery or apparatus used for the polymerisation of vinyl chloride monomer, a process which, for the purposes of this sub-paragraph, comprises all operations up to and including the drying of the slurry produced by the polymerisation and the packaging of the dried product; or
 - (b) work in a building or structure in which any part of the process referred to in the foregoing sub-paragraph takes place.
34. Peripheral neuropathy.
Activity: Work involving the use of handling of or exposure to the fumes of or vapour containing n-hexane or methyl n-butyl ketone.
35. Chrome ulceration of:
- (a) the nose or throat; or
 - (b) the skin of the hands or forearm
- Activity:* Work involving exposure to chromic acid or to any other chromium compound.
36. Folliculitis.
Activity: Work involving exposure to mineral oil, tar, pitch or arsenic.
37. Acne.
Activity: Work involving exposure to mineral oil, tar, pitch or arsenic.
38. Skin cancer.
Activity: Work involving exposure to mineral oil, tar, pitch or arsenic.
39. Pneumoconiosis (excluding asbestosis).
Activity: 1.
- (a) The mining, quarrying or working of silica rock or the working of dried quartzose sand, and dry deposit or residue of silica or any dry admixture containing such materials (including any activity in which any of the aforesaid operations are carried out incidentally to the mining or quarrying of other minerals or to the manufacture of articles containing crushed or ground silica rock); or

- (b) the handling of any of the materials specified in the foregoing subparagraph in or incidentally to any of the operations mentioned therein or substantial exposure to the dust arising from such operations.

Activity: 2. The braking, crushing or grinding of flint, the working or handling of broken, crushed or ground flint or materials containing such flint or substantial exposure to the dust arising from any of such operations.

Activity: 3. Sand blasting by means of compressed air with the use of quartzose sand or crushed silica rock or flint or substantial exposure to the dust arising from such sand blasting.

Activity: 4. Work in a foundry or the performance of, or substantial exposure to the dust arising from, any of the following operations:

- (a) the freeing of steel castings from adherent siliceous substance or;
- (b) the freeing of metal castings from adherent siliceous substance:
 - (i) by blasting with an abrasive propelled by compressed air, steam or a wheel, or
 - (ii) by the use of power-driven tools

Activity: 5. The manufacture of china or earthenware (including sanitary earthenware, electrical earthenware and earthenware tiles) and any activity involving substantial exposure to the dust arising therefrom.

Activity: 6. The grinding of mineral graphite or substantial exposure to the dust arising from such grinding.

Activity: 7. The dressing of granite or any igneous rock by masons, the crushing of such materials or substantial exposure to the dust arising from such operations.

Activity: 8. The use or preparation for use of an abrasive wheel or substantial exposure to the dust arising therefrom.

Activity: 9

- (a) Work underground in any mine in which one of the objects of the mining operations is the getting of any material;
- (b) the working or handling above ground at any coal or tin mine of any materials extracted therefrom or any operation incidental hereto;
- (c) the trimming of coal in any ship, barge, lighter, dock or harbour or at any wharf or quay; or
- (d) the sawing, splitting or dressing of slate or any operation incidental thereto.

Activity 10: The manufacture of work incidental to the manufacture of carbon electrodes by an industrial undertaking for use in the electrolytic extraction of aluminium from aluminium oxide and any activity involving substantial exposure to the dust therefrom.

Activity 11: Boiler scaling or substantial exposure to the dust arising therefrom.

40. Byssinosis.

Activity: The spinning or manipulation of raw or waste cotton or flax or the weaving of cotton or flax, carried out in each case in a room in a factory together with any other work carried out in such a room.

41. Mesothelioma.

42. Lung cancer.

43. Asbestosis.

Activity:

- (a) The working or handling of asbestos or any admixture of asbestos;
- (b) the manufacture or repair of asbestos textiles or other articles containing or composed of asbestos;
- (c) the cleaning of any machinery or plant used in any of the foregoing operations and of any chambers, fixtures and appliances for the collection of asbestos dust; or

- (d) substantial exposure to the dust arising from any of the foregoing operations.

44. Cancer of the nasal cavity or associated air sinuses.

Activity: 1.

- (a) Work in or about a building where wooden furniture is manufactured;
- (b) work in a building used for the manufacture of footwear or components of footwear made wholly or partly of leather or fibre board; or
- (c) work at a place used wholly or mainly for the repair of footwear made wholly or partly of leather or fibre board.

Activity: 2. Work in or about a factory building where nickel is produced by decomposition of a gaseous nickel compound or in any process which is ancillary or incidental thereto.

45. Occupational dermatitis.

Activity: Work involving exposure to any of the following agents:


- (a) epoxy resin systems;
- (b) formaldehyde and its resins;
- (c) metalworking fluids;
- (d) chromate (hexavalent and derived from trivalent chromium);
- (e) cement, plaster or concrete;
- (f) acrylates and methacrylates;
- (g) colophony (rosin) and its modified products;
- (h) glutaraldehyde;
- (i) mercaptobenzothiazole, thiurams, substituted paraphenylenediamines and related rubber processing chemicals;

- (j) biocides, anti-bacterials, preservatives or disinfectants;
 - (k) organic solvents;
 - (l) antibiotics and other pharmaceuticals and therapeutic agents;
 - (m) strong acids, strong alkalis, strong solutions (eg brine) and oxidising agents including domestic bleach or reducing agents;
 - (n) hairdressing products including in particular dyes, shampoos, bleaches and permanent waving solutions;
 - (o) soaps and detergents;
 - (p) plants and plant-derived material including in particular the daffodil, tulip and chrysanthemum families, the parsley family (carrots, parsnips, parsley and celery), garlic and onion, hardwoods and the pine family;
 - (q) fish, shell-fish or meat;
 - (r) sugar or flour; or
 - (s) any other known irritant or sensitising agent including in particular any chemical bearing the warning 'many cause sensitisation by skin contact' or 'irritating to the skin'.
46. Extrinsic alveolitis (including farmer's lung).
Activity: Exposure to moulds, fungal spores or heterologous proteins during work in:
- (a) agriculture, horticulture, forestry, cultivation of edible fungi or malt-working;
 - (b) loading, unloading or handling mouldy vegetable matter or edible fungi whilst same is being stored;
 - (c) caring for or handling birds; or
 - (d) handling bagasse

47. Occupational asthma.

Activity: Work involving exposure to any of the following agents:

- (a) isocyanates;
- (b) platinum salts;
- (c) fumes or dust arising from the manufacture, transport or use of hardening agents (including epoxy resin curing agents) based on phthalic anhydride, tetrachlorophthalic anhydride, trinellitic anhydride or triethylene-tetramine;
- (d) fumes arising from the use of rosin as a soldering flux;
- (e) proteolytic enzymes;
- (f) animals including insects and other arthropods used for the purposes of research or education or in laboratories;
- (g) dusts arising from the sowing, cultivation, harvesting, drying, handling, milling, transport or storage of barley, oats, rye, wheat or maize or the handling, milling, transport or storage of meal or flour made therefrom;
- (h) antibiotics;
- (i) cimetidine;
- (j) wood dust;
- (k) ispaghula;
- (l) castor bean dust;
- (m) ipecacuanha;
- (n) azodicarbonamide;
- (o) animals including insects and other arthropods (whether in their



larval forms or not) used for the purposes of pest control or fruit cultivation or the larval forms of animals used for the purposes of research or education or in laboratories;

- (p) glutaraldehyde;
- (q) persulphate salts or henna;
- (r) crustaceans or fish or products arising from these in the food processing industry;
- (s) reactive dyes;
- (t) soya bean;
- (u) tea dust;
- (v) green coffee bean dust;
- (w) fumes from stainless steel welding;
- (x) any other sensitising agent, including in particular any chemical bearing the warning 'may cause sensitisation by inhalation'.



■ Address of the Employment Medical Advisory Service:

Employment Medical Advisory Service
Avenue House
42-44 Rosemary Street
Belfast
BT1 1QE
Tel: (028) 9040 8004

■ Enforcing Authorities

Health & Safety Executive for Northern Ireland
83 Ladas Drive
Belfast BT6 9FR
Tel: (028) 9024 3249
Fax: (028) 9023 5383
Textphone: (028) 9054 6896
Helpline: 0800 0320 121

■ Enforcing Authorities

AREA

ANTRIM - Chief Environmental Health Officer, Antrim Borough Council, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB. Tel: (028) 9446 3113.

ARDS - Chief Environmental Health Officer, Ards Borough Council, 2 Church Street, Newtownards, Co Down BT23 4AP. Tel: (028) 9182 4000.

ARMAGH - Chief Environmental Health Officer, Armagh City & District Council, Council Offices, The Palace Demesne, Armagh BT60 4EL. Tel: (028) 3752 9600.

BALLYMENA - Chief Environmental Health Officer, Ballymena Borough Council, Ardeevin, 80 Galgorm Road, Ballymena, Co Antrim BT42 1AB. Tel: (028) 2566 0300.

BALLYMONEY - Chief Environmental Health Officer, Ballymoney Borough Council, Riada House, 14 Charles Street, Ballymoney, Co Antrim BT53 6DZ. Tel: (028) 2766 0200.

BANBRIDGE - Chief Environmental Health Officer, Banbridge District Council, Health Office, Downshire Road, Banbridge, Co Down BT32 3JY. Tel: (028) 4066 0600.

BELFAST - Chief Environmental Health Officer, Belfast City Council, The Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP. Tel: (028) 9032 0202.

CARRICKFERGUS - Chief Environmental Health Officer, Carrickfergus Borough Council, Carrickfergus Museum and Civic Centre, 11 Antrim Street, Carrickfergus, Co Antrim BT38 7DG. Tel: (028) 9335 1604.

CASTLEREAGH - Chief Environmental Health Officer, Castlereagh Borough Council, 1 Bradford Court, Upper Galwally, Belfast BT8 6RB. Tel: (028) 9049 4500.

COLERAINE - Chief Environmental Health Officer, Coleraine Borough Council, Cloonavin, 66 Portstewart Road, Coleraine, Co Londonderry BT52 1EY. Tel: (028) 7034 7034.



COOKSTOWN - Chief Environmental Health Officer, Cookstown District Council, Burn Road, Cookstown, Co Tyrone BT80 8DT. Tel: (028) 8676 2205.

CRAIGAVON - Chief Environmental Health Officer, Craigavon Borough Council, Civic Centre, Lakeview Road, Craigavon, Co Armagh BT64 1AL. Tel: (028) 3831 2400.

DOWN - Chief Environmental Health Officer, Down District Council Offices, 24 Strangford Road, Downpatrick, Co Down BT30 6SR. Tel: (028) 4461 0800.

DUNGANNON - Chief Environmental Health Officer, Dungannon & South Tyrone Borough Council, Council Offices, Circular Road, Dungannon, Co Tyrone BT71 6DT. Tel: (028) 8772 5311.

FERMANAGH - Chief Environmental Health Officer, Fermanagh District Council, Town Hall, Enniskillen, Co Fermanagh BT74 7BA. Tel: (028) 6632 5050.

LARNE - Chief Environmental Health Officer, Larne Borough Council, Victoria Road, Larne, Co Antrim BT40 1RU. Tel: (028) 2827 2313.

LIMAVADY - Chief Environmental Health Officer, Limavady Borough Council, 7 Connell Street, Limavady, Co Londonderry BT49 0HA. Tel: (028) 7776 0302.


LISBURN - Chief Environmental Health Officer, Lisburn Borough Council, Lagan Valley Island, The Island, Lisburn, Co Antrim BT27 4RL. Tel: (028) 9250 9250.

LONDONDERRY - Chief Environmental Health Officer, Derry City Council, Council Offices, 98 Strand Road, Londonderry BT48 7NN. Tel: (028) 7136 5151.

MAGHERAFELT - Chief Environmental Health Officer, Magherafelt District Council, 50 Ballyronan Road, Magherafelt, Co Londonderry BT45 6EN. Tel: (028) 7939 7979.

MOYLE - Chief Environmental Health Officer, Moyle District Council, Sheskburn House, 7 Mary Street, Ballycastle, Co Antrim BT54 6QH. Tel: (028) 2076 2225.

NEWRY - Chief Environmental Health Officer, Newry & Mourne District Council, Monaghan Row, Newry, Co Down BT35 8DJ. Tel: (028) 3031 3031.



NEWTOWNABBEY - Chief Environmental Health Officer, Newtownabbey Borough Council, Mossley Mills, Newtownabbey, Co Antrim BT36 5QA. Tel: (028) 9034 0000.

NORTH DOWN - Chief Environmental Health Officer, North Down Borough Council, Town Hall, The Castle, Bangor, Co Down BT20 4BT. Tel: (028) 9127 0371.

OMAGH - Chief Environmental Health Officer, Omagh District Council, The Grange, Mountjoy Road, Omagh, Co Tyrone BT79 7BL. Tel: (028) 8224 5321.

STRABANE - Chief Environmental Health Officer, Strabane District Council, 47 Derry Road, Strabane, Co Tyrone BT82 8DY. Tel: (028) 7138 2204.

■ Publications

ISBN no.	Ref. no	Title/description	Price	Obtainable from
	HSENI 00 02-C	RIDDOR (NI) '97 (This booklet)	Free	The Health and Safety Executive for Northern Ireland 83 Ladas Drive Belfast BT6 9FR Tel: (028) 9024 3249 Fax: (028) 9023 5383 www.hseni.gov.uk
		Report Forms NI 2508 & NI 2508A can be downloaded from HSENI's website	Free	
0 337 11259 2		Guide to the Regulations	£12.80	The Stationery Office Bookshop 16 Arthur Street Belfast BT1 4GD Tel: (028) 9023 8451 Fax: (028) 9023 5401
0 337 09450 0		Combined pad of NI2508 and NI2508A forms	£ 5.82	
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	IND (G) 355	Reduce Risk Cut Costs - Real Cost of Accidents at Work (pack of 15)	£ 5.00	

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

Report of a case of disease

Form NI2508A

Filling in this form

This form must be filled in by an employer or other responsible person.

PART A

About you

1. What is your full name?

2. What is your job title?

3. What is your telephone number?

About your organisation

4. What is the name of your organisation?

5. What is its address and postcode?

6. Does the affected person usually work at this address?

Yes Go to question 7

No Where do they normally work?

7. What type of work does the organisation do?

PART B

About the affected person

1. What is their full name?

2. What is their date of birth?

 / /

3. What is their job title?

4. Are they

Male?

Female?

5. Is the affected person (tick one box)

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details:

other? Give details:

PART C

The disease you are reporting

1. Please give:

- the name of the disease, and the type of work it is associated with; or
- the name and number of the disease (from Schedule 3 of the Regulations - see the accompanying notes).

2. What is the date of the statement of the doctor who first diagnosed or confirmed the disease?

/ /

3. What is the name and address of the doctor?

PART D

Describing the work that led to the disease.

Please describe any work done by the affected person which might have led to them getting the disease.

If the disease is thought to have been caused by the exposure to an agent at work (eg a specific chemical) please say what that agent is.

Give any other information which is relevant.

Give your description here

Continue your description here

PART E

Your signature

Signature

Date

/ /

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health & Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR.

For official use

Client number

Location number

Event number

INV REP Y N

Report of an injury or dangerous occurrence

Form NI 2508

Filling in this form

This form must be filled in by an employer or other responsible person.

PART A

About you

1. What is your full name?
2. What is your job title?
3. What is your telephone number?

About your organisation

4. What is the name of your organisation?
5. What is its address and postcode?
6. What type of work does the organisation do?

PART B

About the incident

1. On what date did the incident happen?
 / /
2. At what time did the incident happen?
(Please use the 24-hour clock eg 0600)
3. Did the incident happen at the above address?
Yes Go to question 4
No Where did the incident happen?
 elsewhere in your organisation - give the name, address and postcode
 at someone else's premises - give the name, address and postcode
 in a public place - give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4. In which department, or where on the premises did the incident happen?

PART C

About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1. What is their full name?
2. What is their address and postcode?
3. What is their home phone number?
4. How old are they?
5. Are they
 male?
 female?
6. What is their job title?
7. Was the injured person (tick only one box)
 one of your employees?
 on a training scheme? Give details:

 on work experience?
 employed by someone else? Give details of the employer:

 self-employed and at work?
 a member of the public?

PART D

About the injury

1. What was the injury? (eg fracture, laceration)
2. What part of the body was injured?

3. Was the injury (tick the one box that applies)

- a fatality
- a major injury or condition? (see accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4. Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above?

PART E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height
- How high was the fall? metres
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person
- Another kind of accident (describe in Part G)

PART F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form.)

PART G

Describing what happened

Give as much detail as you can. For instance

- the name of any substances involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people

If it was personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent similar incident. Use a separate piece of paper if you need to.

PART H

Your signature

Signature

Date

 / /

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR

For official use

Client number

Location number

Event number

INV REP

Y

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