




RMG SHE Standard 16.1, Page 2 (Extract):-

A "third-party" accident or near-miss includes:

- an agency employee, a casual employee, a member of the public, a Quadrant or ROMEK contractor and any other contractor or supplier (where the incident is on or within a RMG site covered by section 1.1 and/or the individual is involved in a RMG work-related activity for one of the Business Units, Regions or Support Functions referenced in section 1.1)

ERICA Screen Shot (Extract).

When in ERICA the manager should select 3rd party injuries see below and enter a report there:-

Your Draft Incidents (0) You have no draft incidents	Injuries  All incidents where our employees have been injured. Included in this section are verbal assaults.
Your Reported Incidents (0) You have no reported incidents	Road Traffic Accident  All incidents involving Royal Mail Group operational vehicles.
Your Completed Incidents (0) You have no completed incidents	Third Party Injuries  All incidents where our customers, suppliers, contractors or members of the public have been injured.
Your Archive Incidents (0) RTA and Injuries created prior to July 2010, others created prior to 25th October 2013 You have no archive incidents	Statutory Dangerous Occurrences  Dangerous occurrences that are required to be reported to Health & Safety Executive (HSE).
	Statutory Reportable Diseases  Occupational diseases that are required to be reported to Health & Safety Executive (HSE).
	Environmental Incidents