

No. 061/2018

1 February 2018

Our Ref: A3/18

Royal Mail Group - Reporting Third Party, Non-Royal Mail Employee, Accidents At Work - Including Agency Workers, Casual Workers, Contractors and Suppliers etc:

To: All Branches

Dear Colleagues,

A number of enquiries have been received by the Health, Safety and Environment Department regarding the recording and reporting of accidents at work involving Agency Workers, Casual Workers, Contractors and Suppliers whilst working for Royal Mail or working on Royal Mail's premises.

This is to clarify the position. Please find attached a copy of Royal Mail Group (RMG) Safety, Health & Environment (SHE) Standard 16.1. On page 2 the Standard goes into detail on the requirement for managers in Royal Mail Group (RMG) to report third party accidents (including agency workers, casual workers, contract workers and suppliers' employees). See extract attached.

It is the RMG business standard to report all accidents through ERICA. There is a separate section within ERICA for this purpose. See 'Screen Shot' reproduced and attached.

Any non-reporting of agency workers' accidents by managers should be processed via the accident escalation procedure if local resolution is not successful.

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer

Attachments:

- RMG SHE Standard 16.1, Page 2 (Extract):
- ERICA Screen Shot (Extract).