Rule of 2

Initial Notification

- Call made to Line Manager
- Basic details on the accident / incident sent to incidents@sce.co.uk
- This email address contains all directors, managers, and SHEQ.

Email Report

- Contains a more detailed explanation of the incident outlining any further information received since the incident occurred and any updates in respect to injuries sustained and immediate actions.
- Completed by SHEQ and communicated to all staff.

Full Report

- Contains full investigation report with corrective action and lessons learnt, includes detail of any further action.
 - Completed by SHEQ
 - Sent to customer and all staff.

Within 2 months: embed any corrective actions identified in the full report and reviewed in SHEQ Committee meeting / Board meetings