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**National Agreements between Royal Mail Group and CWU Health Safety and Environment Department – Reporting and Recording of Accidents and Non-Reporting Escalation Process: Notification of Accidents to Area Safety Reps, Accident Investigations & Provision of ERICA Report Form Copies to ASRs:**

**To: All Branches**

Dear Colleagues,

Following discussions between Royal Mail Group, the CWU Health, Safety & Environment department and the HSE, the attached two National Agreements were signed in 2014 and they are being re-circulated as requested by a number of ASRs to remind Branch ASRs and WSRs of these important Agreements and the need to utilise the escalations process should any accident on duty not be reported correctly.

**Attached please find for your reference:-**

- RMG/CWU National Agreement on Reporting & Recording of Accidents & Issue Escalation Process.
- RMG Accident Reporting Issue Escalation Process Form.
- RMG/CWU National Agreement on Notification of Accidents to Safety Representatives, Accident Investigations & Provision of Accident Report Form Copies.

**Summary of Key Points in the Agreements:**

- Royal Mail Group (RMG) recognises the benefits of involving and working jointly with CWU Health and Safety Representatives, providing facilities and support.
- The Safety Representatives and Safety Committees Regulations 1977 (SRSCR) makes clear that employers should provide such facilities and assistance as Trade Union Safety Representatives require when carrying out their functions, for example, when they investigate and examine the cause of accidents in the workplace.
- Managers will promptly notify and inform Area Safety Representatives of all accidents and serious incidents and provide an accurate, complete and legible copy of all Accident Report forms as soon as possible
- The RMG Safety Policy makes it clear that it is the intention of the business to disclose this information to Safety Representatives.

- CWU Area Safety Representatives will be proactively involved and consulted by Royal Mail in accident, dangerous occurrences and near miss investigation processes in good time and in the remedial action decisions.
- Accidents will be notified by Royal Mail to the Area Safety Representative at the earliest opportunity.
- ERICA copies will be provided by Royal Mail to the CWU Area Safety Representative within a 24hr period.
- The accident book (ERICA) will remain readily accessible to employees via their line manager.
- All accidents will be investigated as soon as possible, and then followed up by analysis to identify root cause and potential trends.
- The objective is to learn from Accident Investigation and **not to blame.**
- Royal Mail Group and CWU are committed to a 'zero tolerance' approach to managers failing to report accidents adequately, appropriately and factually.
- Any accident not correctly reported can be raised by the CWU ASR via the 'Escalation Process Flow Chart and Report Form'.
- RMG will engage CWU Health and Safety Representatives on the development of Action Plans that protect the health, safety and wellbeing of the workforce.
- Royal Mail Group's firm intention is to continue working in partnership with the CWU and to provide full details of accidents to CWU Area Safety Representatives and this will provide a vital component in jointly addressing the causes of accidents and finding joint solutions to reduce accident numbers in a sustainable way.
- Area Safety Representatives may request, in writing, back-copies of accident report forms.
- Any injury at work, including minor injuries, must be recorded on the Royal Mail Group Accident Reporting System (ERICA).
- Royal Mail Group will follow the principles of the HSE model contained in HSG245 entitled "Investigating and Reporting Accidents and Incidents - A workbook for Employers, Unions, Safety Representatives and Safety Professionals".
- Detailed and thorough investigation of accidents forms an essential part of good health and safety arrangements and assists with devising suitable remedial action plans. These plans will then be implemented, and reviewed as appropriate, with the aim of preventing further similar accidents. To maximise the value of accident investigations, it is essential that the management and Safety Reps are proactively involved and consulted. Royal Mail Group and CWU support and encourage collaborative working in this respect.

The Agreements are signed by Dr. Shaun Davis Royal Mail Group Global Director of Safety, Health, Wellbeing, Environment & Sustainability and Dave Joyce CWU National Health, Safety and Environment Officer. They remain in place and current.

All enquiries should be directed to the Health, Safety & Environment Department at CWU/HQ.

Yours sincerely



**Dave Joyce**  
**National Health, Safety & Environment Officer**