

**NAECI**

**MONTHLY INJURY REPORT FORM  
(NAECI APPENDIX D.3(n), D.5(d) AND (D.6(b))**

|  |  |  |
| --- | --- | --- |
| Project: Location: | | |
| Month ending: Clocked hours: | | |
| Average number of in-scope employees during month: | | |
| Number of accidents: Fatal: | | |
| * Injuries reportable under ‘RIDDOR’ (see note 1): A | | |
| - other lost time injuries (see note 2): B | | |
|  | | |
| **Classification of causes of injuries** | | |
|  | A RIDDOR REPORTABLE INJURIES | B OTHER INJURIES (see Note 2) |
| 1a Falls of persons on the level (i.e. slips & trips) |  |  |
| 1b Falls of persons from any height |  |  |
| 2 Falls of materials (including scaffolding) |  |  |
| 3 Trench collapses |  |  |
| 4 Transport (including mobile cranes) |  |  |
| 5 Handling materials |  |  |
| 6 Stepping on or striking objects |  |  |
| 7 Hand tools (other than power drivers) |  |  |
| 8 Mechanical equipment (including power tools) |  |  |
| 9 Electricity |  |  |
| 10 Toxic or harmful substances |  |  |
| 11 Fire/explosions |  |  |
| 12 Other causes (specify cause below, no result) |  |  |
|  |  |  |
| TOTALS |  |  |

**Notes**

1. ***Only*** *include in A any injuries that were reportable to HSE under the ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013’ (RIDDOR).* [*www.hse.gov.uk/riddor/guidance.htm*](http://www.hse.gov.uk/riddor/guidance.htm)
2. ***Only*** *include in B any injuries that were not reportable under RIDDOR, but resulted in the person being away from normal work for more than 24 hours but less than 7 days (if 7 days or more the incident is more serious and must be reported to HSE under RIDDOR).*
3. ***Do not*** *include anywhere on this form any other type of less serious injury (e.g. minor first aid treatments) or incidents that could have caused injury but did not.*
4. ***Do not*** *include on this form any data about a RIDDOR reportable dangerous occurrence if that event did not result in any injury.*

**Sickness Absence**

Number of 8 days+ sickness (see note 5) Click here to enter text.

1. *Sickness absence of 8 days or more, whether occupationally related or not, which is accompanied by a doctor’s certificate.*