



## **Policy – Rail**

**Title: Accidents and Incidents**

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All accidents/incidents, including near misses where applicable, shall be reported at the earliest opportunity to the HSQE/Rail Manager or Matchtech on-call representative (if out of office hours). The Matchtech on-call representative shall consult the Matchtech On-Call escalation matrix and respond accordingly. This must be followed up by the completion of an accident/incident form, which must be sent to and actioned by the Matchtech HSQE Manager and/or Rail Manager.

This policy will also be adopted with the reporting of events resulting in pollution and or damage to the environment, property and or equipment in accordance with Matchtech environmental policy. Environmental accidents and incidents shall be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

Matchtech shall ensure that all accidents and incidents involving or affecting their staff working on rail projects will be properly investigated in accordance with NR/L3/INV/3001. Matchtech will exchange information and cooperate fully with any third party, to ensure accidents and incident investigations are comprehensive, and produce practical, suitable recommendations.

Recommendations or actions arising from investigations which implicate Matchtech workers will be implemented and administered by Matchtech in accordance with the industry requirements.

The Rail Manager will report all accidents and incidents to the Client within 4 working days or to Network Rail within 5 working days for inclusion in the Network Rail SMIS (Safety Management Information Systems) database.

When applicable, the Matchtech HSQE Manager will report any event / occurrence in accordance with the RIDDOR regulations and RIS-8047-TOM. All RIDDOR reports arising from work on the operational railway or on a tramway or other guided transport system, including occupational disease or diagnoses reportable under regulations 8 and 9, should be reported to ORR. All other reportable RIDDOR reports should be reported to the Health and Safety Executive (HSE).

Matchtech will conduct investigations in accordance with Rail/PR/19 when required in accordance with NR/L3/INV/3001, and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Matchtech will promote a fair outcome culture and promote the reporting of near misses or unsafe practices. Matchtech shall have its own mechanism by which close calls can be reported, and where deemed necessary will feed this back 9anonymously) to the client and/or Network Rail.

Accident/incident books will be maintained at all Matchtech controlled locations and completed when an accident occurs. All staff working on client-controlled sites and offices will complete local accident books. All records will be kept for 6 years

All Accidents and incidents affecting Matchtech workers are discussed and tracked at management meetings.

Matchtech will cooperate with Network Rail's 'Close Call' system, close calls can be logged at [www.closecallsystem.co.uk](http://www.closecallsystem.co.uk) a 'Close Call' is defined as 'an event that had the potential to cause injury or damage' not to be confused with a 'near miss' involving trains or on track plant, for further help and information log onto [www.help.closecallsystem.co.uk](http://www.help.closecallsystem.co.uk)



Signed:

A handwritten signature in black ink, appearing to be 'Kenny Burton', written over a light grey rectangular background.

(Kenny Burton)

Position:

Rail Director

Dated:

20<sup>th</sup> May 2025