

## Incident Co-ordinator



***NB*** These responsibilities are not part of the Departmental Safety Officers (DSO) role however the DSO may be appointed Incident Co-ordinator in addition to their role as DSO.

The Incident Co-ordinator will:

- Receive notification by e-mail of incidents reported via RiskNET and do the following:
  - check the details to ensure the incident belongs to the Incident Co-ordinators department (inform Safety Services if the incident belongs to another department).
  - confirm all the relevant information has been entered
  - decide if an investigation needs to be carried out
- If the incident needs to be investigated the Incident Co-ordinator will:
  - allocate it to the manager responsible for the work and / or work area
  - assist with the investigation if required
  - ensure all relevant information is entered or attached to the incident on completion of the investigation
- Ensure the incident is 'Assessed & Signed-off' (by the manager to whom it was allocated)

The incident will be 'Closed' by Safety Services