



SUBJECT: Accident Reporting- Is it hard?

RECIPIENTS: All Council Services (including schools)

ISSUE DATE: 19/06/2018

REF: HSB 109

TEMPORARY ARRANGEMENTS FOR THE REPORTING OF ACCIDENTS / INCIDENTS

From 19TH June 2018 until further notice

We are currently in a period of transition between the old MIMS PO3 system and the installation of the new DWF 360- Evosafe accident reporting system.

During this transition period, there will be no access to the electronic on-line PO3 system. In the interim, if you need to report an accident at work, you can complete a hard copy of the PO3 form, and email it to:- corporatehealth&safety@lincolnshire.gov.uk



When emailing the completed form to the Corporate health and safety team, please include the following information in the *Subject* heading of your email:-

- State 'employee' or 'non-employee'
- The date of the accident
- The directorate area

(For example:- *Employee/ 19 June 18/ Environment and Economy*)

LCC staff can access a hard copy of the PO3 form here, through the [GEORGE page](#)

Alternatively, from the GEORGE homepage, use the 'Quick Links' (top right), and from the drop down list, select 'PO3 accident reporting'

Schools staff can access the hard copy of the PO3 form here, through the [G4 webpage](#)

Alternatively, from the main LCC website (www.lincolnshire.gov.uk) type 'G4' into the search box (top right) From the opening page, scroll to 'appendix 1- PO3 hard copy'

If you require further assistance or clarification on the subject please contact:

Corporate Health & Safety Advisers (see George section: Corporate > Information for Working > Risk Management > H&S Advisers)

Created 19/06/18

Amended 21/06/18 (Version 2)