

EXAMPLE OF INTERMEDIATE COST RECORDING FORM TO USE IN COSTINGS STUDY

Date of incident: 24 April 2001 Name of person involved: William Doe
 Time of incident: 14:30 Accident reference no: 2001/04/02/no1
 Place of incident: Machine shop

Summary of incident: William operating no 2 drill when his glove caught on rotating drill bit. Severe lacerations and little finger broken. Emergency stop button did not work.

Type of cost involved	Name of person or description of cost	Cost or time spent	Cost per hour/day/week	Subtotal £
Accident investigation	Joe Smith, Health and Safety Manager	1 day	£250 per day	250.00
Accident investigation	Supervisor	4 hours	£10 per hour	40.00
Taking William Doe to hospital	Taxi fare	£7.50		7.50
Salary of William whilst off work	William Doe	2 weeks	£250 per week	500.00
Accident investigation	Review of report by Operations Director	1 hour	£400 per day	50.00
First aid treatment	Bill Smither's time	30 mins	£10.40 per hour	5.20
First aid treatment	Medical supplies	£3.27		3.27