

### **Incident cost calculator**

## A tool for making the case for health and safety changes

The *Incident cost calculator* is a form designed by the UK's Health and Safety Executive to help track and assess costs of health and safety incidents at work. One version can be printed and completed by hand. It's on the next page. A second interactive version with help and indicative cost values is available on line.

The website has information and forms about calculating costs in general, injuries and ill health, along with case studies and references. You can find all these things at http://www.hse.gov.uk/costs/costs\_overview/costs\_overview.asp.

### How to complete the Incident Cost Calculator form

For each cost, consider whether it is relevant. If not, ignore it. If it is relevant, you can do one of two things:

- you can enter the total amount for this cost directly onto the form; or
- if you do not know the total cost, but you do know how much time was involved, you can record this instead.

Some times should be recorded in hours, while others should be in days. The form indicates which type to use.

If you record the time spent, you also need to record the hourly or daily rate for the cost. Some of the costs allow you to use an average value from a reference table for these, otherwise you have to put in your own numbers.

In the on-line version, the costs with reference data are shown by View Average values icon on the right hand side of the costs column. Click on the View Average values icon on the form to display the table. You also can preview a copy of the report before printing it.





## The Incident Cost Calculator

Date and time of incident

Description of incident

Name of person involved

# Dealing with incident (immediate action)

Examples		Time spent	Cast (F)	
First-aid treatment				
Taking injured person to hospital/home	- 1			
Making the area safe	- 1			
Putting out fires	١			100
Immediate staff downtime (eg work activity stopped)	ı			30.6
Other	- 1			

## Investigation of incident

Examples	Time spent	Cost (£)
Staff time to report and investigate incident		
Meetings to discuss incident etc		
Time spent with HSE/local authority inspector		
Consultant's fees to assist company in investigation		
Other		

## Getting back to business

## Business cost

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Cost (£)									
Time spent									
			delays, reduced	vity etc)					
	on while off work	workers	ing to resume work,	er people's producti		staff			
S	Salary costs of injured person while off work	Salary costs of replacement workers	Lost work time (people waiting to resume work, delays, reduced	productivity, effects on other people's productivity etc).	e costs	Recruitment costs for new staff	Contract penalties	Cancelled and/or lost orders	
Examples	Salary co	Salary co	Lost wor	produc	Overtime costs	Recruitn	Contrac	Cancelle	Other.

## Action to safeguard future business

Examples	Time spent Cost (£)	Œ
Reassuring customers		
Providing alternative sources of supply for customers		- 1
Other		ì
		1
Sanctions and penalties		
Examples	Time spent Cost (£)	Œ
Compensation claim payments		
Solicitor's fees and legal expenses		ı
Staff time dealing with legal cases		

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Fines and costs imposed due to criminal proceedings Increase in insurance premiums

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## Total



