

The Incident Cost Calculator

Date and time of incident
 Description of incident
 Name of person involved

Dealing with incident (immediate action)

Examples	Time spent	Cost (£)
First-aid treatment	_____	_____
Taking injured person to hospital/home	_____	_____
Making the area safe	_____	_____
Putting out fires	_____	_____
Immediate staff downtime (eg work activity stopped)	_____	_____
Other	_____	_____

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

Examples	Time spent	Cost (£)
Assessing/rescheduling work activities	_____	_____
Recovering work/production (including staff costs)	_____	_____
Cleaning up site and disposal of waste, equipment, products etc	_____	_____
Bringing work up to standard (eg product reworking time/costs)	_____	_____
Repairing any damage/faults	_____	_____
Hiring or purchasing tools, equipment, plant, services etc	_____	_____
Other	_____	_____

Business costs

Examples	Time spent	Cost (£)
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)	_____	_____
Overtime costs	_____	_____
Recruitment costs for new staff	_____	_____
Contract penalties	_____	_____
Cancelled and/or lost orders	_____	_____
Other	_____	_____

Action to safeguard future business

Examples	Time spent	Cost (£)
Reassuring customers	_____	_____
Providing alternative sources of supply for customers	_____	_____
Other	_____	_____

Sanctions and penalties

Examples	Time spent	Cost (£)
Compensation claim payments	_____	_____
Solicitor's fees and legal expenses	_____	_____
Staff time dealing with legal cases	_____	_____
Fines and costs imposed due to criminal proceedings	_____	_____
Increase in insurance premiums	_____	_____
Other	_____	_____

Other

Examples	Time spent	Cost (£)
.	_____	_____
.	_____	_____
.	_____	_____
.	_____	_____

Total _____