



Procedures for occupational injuries and incidents

Owner/Approver	Executor	Identity	Executed on 26/06/2008	Issue 3
Human Resources Manager Randi Hellgren	UF/PA Monika Rissanen		Revised 23/02/2012	Document type Routine

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1 Introduction and purpose

According to the Work Environment Act, all occupational injuries and incidents shall be investigated, documented and followed up, so as to continuously improve the working environment and prevent incidents; as well as annual summaries of these events. The Line Manager is responsible for all occupational injuries being investigated internally, for the purpose of preventing similar cases and removing identified risks. The Manager is responsible for the measures being implemented and follow-up reports being conducted via a control check. All occupational injuries must be reported to the Swedish Social Insurance Agency by the employer at the department/alternative, regardless of whether they led to absence due to illness or not. Accidents with serious injuries, where the employee was badly injured or died as a result of an accident or another damaging influence at work, or where several are injured, should also be reported immediately to the Work Environment Authority by telephone, by the Head of Department or equivalent.

The long-term efforts involved with the working environment must be designed to prevent illness and accidents. One way to achieve these goals is to use information on similar injury incidents at the workplace. In this work, incident reporting is one of the several methods aimed at identifying future risks.

2 Definition

Occupation injury refers to injuries that occur at the workplace or travelling to and from work. Occupational injury may result from a sudden accident, accidents at work causing bodily harm, or through prolonged detrimental effects, occupational diseases, or resulting from violence or abuse because of the position. Also, accidents incurred travelling to and from work are deemed as occupational injury. Some cases of communicable diseases can count as occupational injury (usually not applicable in LiU's operations).

Incidents are considered those serious events that were about to cause an occupational injury but favourable circumstances meant it remained solely a reminder of the risks that exist, for example, a threat situation, or in the case of hazardous objects or leaks.

Incidents are a lot more common than accidents; perhaps one hundred times more common. Therefore, it is useful to utilise the information from the incident and the

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reasons for its manifestation.



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3 Working process for an incident

1. The Line Manager completes the incident report together with the employee.
2. To facilitate this report, the attached document *Incident report* can be used.
3. The Health and Safety Representative should take note of the report and sign the form.
4. Serious incidents (that pose serious danger to life or health) ¹ are to be reported to the regional office of the Work Environment Authority by telephone (in Linköping). The Head of Department or equivalent are responsible for the report's completion.
5. The Line Manager sends a copy of the incident report to the Human Resources Manager/Administrative Manager.
6. The Human Resources Manager/Administrative Manager compiles the incident and informs the Local Liaison Group (LSG) on the issue.
7. The Human Resources Manager/Administrative Manager sends a copy of the incident report to HR.
8. Human Resources are responsible for the information and statistics addressed in the Central Liaison Group (CSG)

4 Working process for a work injury report

1. Work injuries should be reported as soon as possible via the Social Insurance form *Work injury report*. The reason why work injuries are reported to the Social Insurance Agency is that the Workers compensation (LAF) is handled by the Social Insurance Agency.
2. The form is completed by the Line Manager and the injured employee who then both sign the report. Describe the events in detail and make suggestions as to how similar events can be avoided in the future. The employer's signature does not imply an endorsement of the damages, only that they have read the report and that it is correctly completed.
3. The Health and Safety Representative should take note of the report and sign the form.
4. Keep in mind that all work injuries are to be investigated internally, for the purpose of preventing similar cases and removing those risks that are identified. The Line Manager is responsible for the measures being implemented and follow-up reports being conducted via a later check.
5. If injuries are serious (i.e., if someone was badly hurt or died as a result of an accident at work) or if there are multiple casualties, then the Head of Department or equivalent should immediately report the incident to the regional office of the Work Environment Authority by telephone (+46 (0)13 370 800).

1. Examples of incidents that should be reported are: instances of objects that could cause serious personal injury, falls in stairwells, malfunctions of dangerous machinery or equipment, leakage of hazardous substances, violence or incident with a risk of violence (for example robbery or attempted robbery)



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6. The Line Manager is responsible for sending in the *Work injury report* within 14 days to the Social Insurance Agency with copies sent to the:
 - injured party
 - Health and Safety Representative
 - Human Resources Manager (who sends a copy to HR)

7. The Human Resources Manager/Administrative Manager is responsible for registering the work injury forms.

8. The Human Resources Manager/Administrative Manager compiles the incident and informs the Local Liaison Group (LSG) on the issue.

9. When applying to the AFA, *Agreement on damages for personal injury*, the Line Manager shall ensure that the insurance claim, via PSA (Personal Injury Agreement Board)² has been completed by the injured party. See attached [form F7099](#) from AFA. Additional information on AFA is found on their website <http://www.afaforsakring.se/Forsakringar/Arbetskada/>.

A claim should be submitted to AFA for accidents where the:

 - accident leads to sick leave of more than 14 days
 - injury involves costs of at least SEK 100
 - loss of one or more healthy teeth occurred
 - injury will result in permanent symptoms
 - injury causes death
 - damaged party wishes to make a claim

When a claim is made please attach:

 - a copy of the Social Insurance Agency's *Work Injury Report*.
 - a copy of a doctor's report
 - receipts for expenses

10. The Line Manager and the Health and Safety Representative sign the PSA insurance claim. The Manager's signature certifies only the employment and company information.

11. The Manager sends the insurance claim form (PSA) in the original to the Human Resources Manager/ Administrative Manager to supplement with any sickness benefits.

12. The Human Resources Manager/Administrative Manager then sends the original to AFA (AFA Försäkringar, 106 27 Stockholm).

13. The Human Resources Manager/Administrative Manager sends a copy of the work injury report and any insurance claim forms (PSA) to HR.

14. Human Resources are responsible for the information and statistics ~~being addressed in the~~ Central Liaison Group (CSG)

² PSA's (Personal Injury Agreement Board) insurance is regulated through collective agreements. In order to receive reimbursement from PSA, the injured party must complete the insurance claim form and have it signed by their Manager and a Health and Safety Representative.



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5 Where do I find more information on these issues?

More information on LAF can be found at www.fk.se

More information on PSA can be found at www.fk.se

Work Environment Authority requirements can be found at www.av.se

AFS 2001:1 Systematic work environment efforts

Work Environmental Authority's brochure ADI 161 - *guidance for investigative work*

6 Support and help

The following internal contacts are available for help and support:

Your Line Manager,
Human Resources Manager/Administrative
Manager, Health and Safety Representative,
Human Resources Department

External contacts:

Occupational health care, Feelgood, www.feelgood.se

The Work Environment Authority, www.av.se