Instructions for reporting incidents and accidents in the workplace

As a manager with staff liability, here you will receive information about how to report occupational incidents and accidents.

- Only managers with staff liability are permitted to fill in an occupational injury report
- The forms are to be filled in together with the person concerned, the safety representative and the work environment coordinator
- By not reporting serious incidents and accidents, as a manager you could incur a fine. NB: reporting is to be done promptly (usually within 24 hours)
- All occupational incidents and accidents are to be followed up by a review of why it happened and what can be done to prevent similar events from taking place in the future

Depending on the nature of the matter, other government authorities may need to be informed as well.

a) Flammable goods: Räddningstjänst Syd (Fire and Rescue Service) shall be informed in accordance with their procedure
b) Ionising radiation: Immediately contact LU’s radiation safety officer, who will then report to the Swedish Radiation Safety Authority. Read more about radiation protection in LU’s rules and regulations
c) Environment (external): the City of Lund environmental office should be informed. Contact the Head of Sustainability and Environmental Coordinator.
d) Electricity: The Swedish National Electrical Safety Board should be informed in accordance with their procedure

See definition of incident, serious incident, occupational injury, serious occupational accident, and occupational disease below.

Instructions on how to report an occupational injury (applies to both staff and students)

Occupational injury (umbrella term for work- and travel-related injuries and accidents, and occupational disease) that are not of a serious nature.

1) Fill in Försäkringskassan’s form 9210. Involve the person affected, the safety representative and the work environment coordinator. NB! Do not submit the form to Försäkringskassan.
2) Make five copies of the completed form. Keep one copy for yourself, give one to the person concerned, one to the safety representative, one to the work environment
coordinator, and one to the head of department/equivalent (if different from the person writing the report).

3) Submit the completed form to the Registrar (internal mailing code: 62/Box 117, 221 00 Lund). Human Resources within the central administration will then forward the form to Försäkringskassan, if the matter concerns an employee (= anyone with a taxable salary from Lund University and most doctoral students), or to Student Affairs, if the matter concerns students/doctoral students without a taxable salary from Lund University.

4) Encourage the person concerned to request reimbursements from their insurance provider. AFA insurance applies to employees and the Kammarkollegiet personal injury insurance applies to students. Submit the completed form to the Registrar (Human Resources or Student Affairs will submit the material to the insurance providers) together with the completed 9210 form (see item 1 above).

5) The reasons behind the injury usually require a thorough investigation. The manager is responsible for the investigation, but they may require assistance, in which case the work environment coordinator, human resources coordinator, or Occupational Health Services may be of service, depending on the cause of the injury.

If the matter concerns exchange students, visitors, or stays abroad, please contact the Work Environment Engineer.

Serious occupational accident: Submit your report here: www.anmalarbetsskada.se. This must be done promptly (usually within 24 hours). If possible, involve the person affected, the safety representative and the work environment coordinator. You can also call the Swedish Work Environment Authority. Then follow steps 2–5 above.

Instructions on how to report an incident (applies to both staff and students)

Incidents are near-accidents that are not of a serious nature. Make sure that no one was injured. If anyone was, an occupational injury must be reported.

1) Fill in LU’s incident report form

2) Provide a copy to the person concerned, the safety representative, the work environment coordinator, and the head of department/equivalent (if different from the person writing the report). The manager with staff liability is to save one copy for their own files.

3) Submit the incident report to the Registrar (internal mailing code: 62/Box 117, 221 00 Lund).

4) The reasons behind the incident usually require a thorough investigation. The manager is responsible for the investigation, but they may require assistance, in which case the work environment coordinator, human resources coordinator, or Occupational Health Services may be of service, depending on the cause of the injury.

Serious incident: Submit your report here: www.anmalarbetsskada.se. This must be done promptly (usually within 24 hours). If possible, involve the person concerned, the safety representative and the work environment coordinator. You can also call the Swedish Work Environment Authority. Then follow steps 2–4 above.

Any questions?

You are first to contact your work environment coordinator. The work environment engineers at LU Estates, consultants at Human Resources, and the planning secretary at
Student Affairs may also be of service. Customer services at the Swedish Work Environment Authority can also help by answering questions.
### What counts as an occupational incident and accident?

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<th>Category</th>
<th>Examples</th>
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| **Serious occupational accident**<br>means an accident involving one or more injured parties. | - Injuries resulting in a fractured bone in the body.  
- Injuries that cause severe bleeding, or severe nerve, muscle or tendon damage.  
- Injuries to internal organs.  
- Injuries that involve second or third degree burns/frostbite.  
- Cuts by sharp or pointed instruments (syringe, scalpel) involving known or highly suspected contaminated blood.  
- Threats of violence resulting in a state of shock.  
- Car/bicycle/pedestrian accidents during working hours (also see below). |
| **Occupational accident**<br>means a minor injury incurred as a result of an accident. For it to be considered an accident, it must have been relatively brief, and transpired in connection with a particular event. It includes injuries of both a physical and mental nature. | - Injuries such as heat stroke, frostbite, inflammation and mechanically induced injuries during a short period of time, no more than a few days.  
- Minor car/bicycle/pedestrian accidents during working hours (also see below)  
- Minor injuries as a result of threats, assaults, robbery, etc. |
| **Serious incident**<br>means an event that could possibly have involved a serious threat to someone’s life or health. | - Smoke, gas or chemical spills.  
- A scaffold level weighing 25 kilos fell from approximately 6 metres to the ground and almost hit an employee.  
- Severe cases of bullying, abuse and harassment.  
- Threats of violence that involved a serious danger to the person’s life or health, e.g. armed threat. |
| **Incident**<br>(or near-accident) is an event that could have caused the injury of a person. | - A shelf fell to the floor without anyone being injured.  
- Identified crushing hazard  
- Dropped container or chemicals without anyone being injured. |
| **Accidents that take place when commuting to and from work.**<br>Accidents when travelling during working hours are considered occupational accidents/serious accidents. | - Car/bicycle/pedestrian accidents. |
| **Occupational disease**<br>refers to illness resulting from harmful effects of one’s work for a long period of time. Occupational injuries that were not incurred as a result of an accident are classified as an occupational disease. | - Heavy/monotone work or inappropriate working positions that resulted in back or joint discomfort.  
- Hazardous substances that caused eczema, allergies, respiratory disorders or cancer.  
- Mentally stressful working conditions (stress, bullying and other relationship problems) that have caused mental difficulties, ulcers or heart problems.  
- Noise that resulted in hearing loss or tinnitus. |