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Diarienummer

V-ÅÅÅÅ-XXXX

Instructions for reporting incidents, risks and occupational injuries

The employer is, according to the Work Environment Act and AFS 2001:1, Systematic Work Environment Management, obliged to examine, to carry out and to follow up activities in a way that prevents both ill health and occupational injuries and for creating a satisfactory work environment. Incidents and occupational injuries must therefore be correctly handled and reported to the employer. It is important that all incidents/risks and occupational injuries that occur at the workplace are handled. The better we become at investigating and addressing the causes of occupational injuries, incidents and risks, the better we will become at preventing such incidents.

In emergency situations and in need of immediate assistance you must immediately call the emergency number 112 and thereafter contact KTH's emergency number 08-790 77 00. The manager is responsible for ensuring that serious incidents and serious occupational injuries are reported without delay (within 48 hours) to the Swedish Work Environment Authority at www.anmalarbetskada.se or by phone to 010-730 90 00.

Injury reports for students, click [here](#).

What are incidents, risks and occupational injuries?

Incidents

An incident is a situation in which **no one** has been harmed, but which could have resulted in ill health or accident. Some examples are: an explosion in premises where no one happened to be present, work with carcinogenic substances without adequate ventilation, chemical/gas emissions, a threatening situation, a conflict in the workplace, etc.

Risks

A risk refers to a situation in which neither an incident nor an occupational injury has occurred, but where there is a risk that it could happen. An example of a risk is discovering that an emergency exit has been blocked or that a tile is loose.

Occupational injuries

An occupational injury means all injuries and illnesses that occur as a result of both physical and psychosocial working conditions. This includes accidents whilst working, accidents to and from work (travel accidents) or occupational disease due to work. Any violence or abuse because of employment can also be classified as an occupational injury.

Injuries that occur when working at a place other than the workplace, i.e. on business trips or teleworking, also classify as occupational injuries. Overtime is included, but not if you've stayed at work after hours for personal reasons. Please note that any occupational injury or illness caused by the psychosocial conditions at work may be considered and assessed as an occupational injury.

Investigation

The aim of preventative work environment management is to create a good work environment in the workplace. A poor work environment may cause occupational injuries and incidents and the employer, in collaboration with the *safety representative*, is responsible for investigating the causes of these incidents. Certain measures must be carried out immediately, while others may wait. These measures must be documented in a written action plan which shall state when the measures will be completed and who is responsible for what. Whatever is stated in the action plan must be carried out as soon as possible.

It is important to document as much as possible in writing and to be specific about details. The Work Environment Authority also investigates serious incidents and occupational injuries. If the Work Environment Authority visits a workplace for inspection, it could in some cases lead to an inspection notice. The notice points out deficiencies and calls for measures to be taken within a specific time frame. If the Work Environment Authority assesses the danger of new incidents or accidents happening, they can place an immediate ban on the workplace until measures have been taken. Employers who do not follow the Work Environment Authority's ban or injunction may face a penalty.

Work procedure when reporting:

Incidents/risks

1. In the event of an incident, the **manager** together with the **safety representative**, must investigate the incident, and in collaboration with the **employee** who has suffered the incident, report it by filling out and signing the following form:
 - KTH's form “ [Reporting incidents, risks and occupational injuries](#) ” (pdf 154 kB)

It is important to investigate the causes of the incident/risk and thereafter take measures to prevent it from happening again.

1. In the event of serious incidents, the **manager** must also notify the Work Environment Authority within 48 h, www.anmalarbetsskada.se. Attach this form to KTH's report.
2. **The manager** is responsible for sending the form/forms to the **Human Resources Manager** at the school.
3. **The Human Resources Manager** keeps the original form, informs the Dean of the School, scans the form/forms and sends them to tillbudarbetsskada@kth.se (to the Personnel Department at the University Administration). Both the manager and the

safety representative must each keep a copy of the form/forms.

4. **The Human Resources Manager** informs the school's collaboration group of the incident and updates them on any taken and/or planned measures to prevent the incident from happening again.
5. **The secretary of the theme work environment group** presents a depersonalized summary of the incidents and informs KTH's safety committee.
6. **The manager** is responsible for ensuring that the measures are carried out and followed up within a reasonable time frame to prevent the incident from happening again.

Occupational injuries

1. In the event of an occupational injury, the **manager** together with the safety representative, must investigate the incident and in collaboration with the injured **employee**, report the incident by filling out and signing the following forms:
 - KTH's form "[Reporting incidents, risks and occupational injuries](#)" (pdf 154 kB)
 - Försäkringskassan's form www.anmalarbetskada.se

It's important to investigate why the occupational injury occurred and take measures to prevent it from happening again. An occupational injury that has occurred at work must be reported regardless of whether it has resulted in sick leave or not.

1. In the event of a serious occupational injury, the **manager** must also notify the Work Environment Authority within 48 h, www.anmalarbetskada.se. Attach this form to KTH's form.
2. **The manager** is responsible for sending all forms to the **Human Resources Manager** at the school.
3. **The Human Resources Manager** keeps the original forms, informs the Dean of the School, scans the forms and sends them to tillbudarbetskada@kth.se (the Personnel Department at the University Administration). Both the manager and the safety representative must each keep a copy of the forms.
4. **The Personnel Department at the University Administration (UF)** receives all forms, registers and files them as confidential documents. A copy of the entire report is sent to the injured person together with information about the possibilities of applying for compensation through AFA (more information below).
5. **The Human Resources Manager** informs the school's collaboration group of the incident and updates them on any taken and/or planned measures to prevent the

incident from happening again.

6. **The Personnel Department (an HR Specialist) at the University Administration (UF)** will present a depersonalized summary of the registered occupational injuries and informs KTH's safety committee, the theme work environment group.
7. **The manager** is responsible for ensuring that the measures are carried out and followed up to prevent any future accidents. After 2–3 weeks, the manager must follow up the occupational injury in question to see if any further measures are necessary.

Occupational injury and insurance

According to the Occupational Injury Insurance, any person who is employed, either permanently or temporarily, is insured at his/her workplace. It is always Försäkringskassan (the Social Insurance Agency) who determines whether the injury is classified as an occupational injury. The occupational injury insurance is administered by the Försäkringskassan. More information about occupational injury insurance is available at www.forsakringskassan.se.

In addition Försäkringskassans assessment of occupational injuries and compensation, KTH has an agreement on compensation for personal injury (PSA). The agreement applies to employees, regardless of the form or scope of employment. The insurance is administered by AFA Insurance, www.afa.se. Note that the occupational injury insurance and PSA are not applicable during vacations or compensatory leave. It doesn't count as a workplace injury if an employer suffers an accident at their workplace while on vacation or leave. In cases like these, the employer should complement the insurance with a personal accident insurance.