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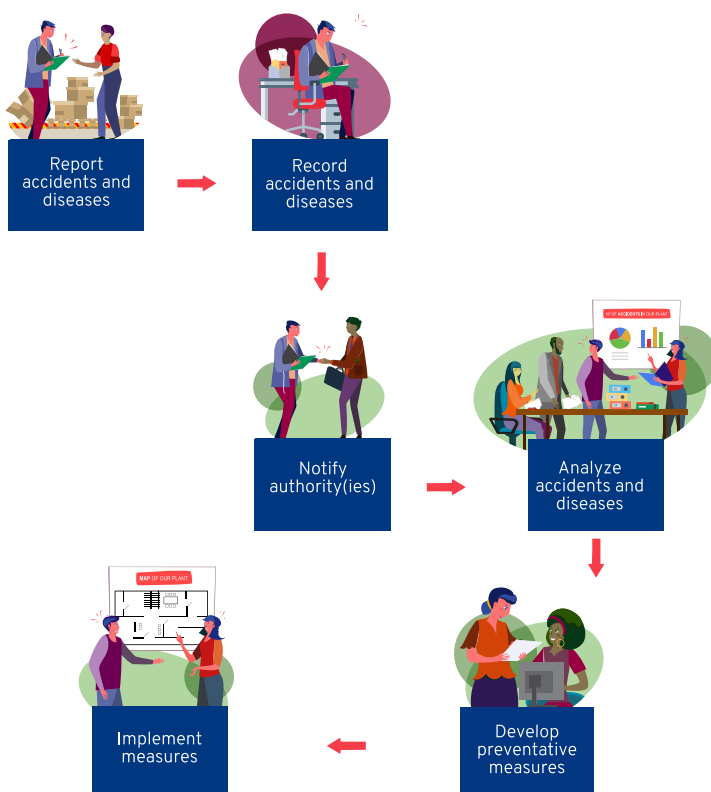
**Reporting, Recording and
Notification of Occupational
Accidents and Diseases:**
A brief guide for workers

► Introduction

Preventing occupational accidents and diseases can be achieved by implementing preventive measures based on data and information on occupational accidents and diseases, commuting accidents and dangerous occurrences.

While establishing and implementing the system for recording and notification of occupational accidents and diseases at the workplace is the employer's responsibility, workers have important roles and duties, such as reporting occupational accidents, occupational diseases, commuting accidents and dangerous occurrences to their supervisors and supporting the development and implementation of preventive measures.

► **Figure 1. From reporting to prevention**



► Purpose

The purpose of this brief is to assist you (workers) to better understand your role in the implementation of a recording and notification system in the workplace, and to help you fulfil your responsibilities.

► Getting started:

Why should I report accidents and diseases at work?

Reporting ensures that there is a written record of all dangerous occurrences, and of any occupational accident, occupational disease or commuting accident you may have suffered. It provides a useful record of what happened and can help you access medical care and benefits when needed. It is also essential to help your workplace to better understand the cause of the dangerous occurrence, accident or disease, and to develop and implement measures to prevent it from happening in the future.

International Labour Standards¹ and guidelines stipulate that:

- ✓ Workers should comply with the requirements in national laws or regulations to report any occupational accident or injury, case or suspected case of occupational disease, commuting accident and dangerous occurrence.

It is important to remember that a worker should report to his immediate supervisor any situation which he has reasonable justification to believe presents and imminent and serious danger to his life or health.

Is it an obligation under my national law?

Yes, in most countries workers are required to report occupational accidents and diseases to their supervisor. Employers are further obliged to record occupational accidents and diseases and notify them to the competent authorities. Obligations can differ from country to country, which is why it is important to familiarise yourself with the legal requirements in your country.

What events does my employer need to record and notify to the competent authority in my country?

OCCUPATIONAL ACCIDENT:

An occurrence arising out of, or in the course of, work which results in fatal or non-fatal injury;



1. Legal instruments, drawn up by the International Labour Organization's constituents (governments, employers and workers), that set out basic principles and rights at work.

OCCUPATIONAL DISEASE:

Any disease contracted as a result of an exposure to risk factors arising from work activity;



OCCUPATIONAL INJURY:

Death, any personal injury or disease resulting from an occupational accident;



And, as appropriate:

DANGEROUS OCCURRENCE:

Readily identifiable event as defined under national laws and regulations, with potential to cause an injury or disease to persons at work or to the public.



COMMUTING ACCIDENTS:

An accident resulting in death or personal injury occurring on the direct way between the place of work and: (i) the worker's principal or secondary residence; or (ii) the place where the worker usually takes a meal; or (iii) the place where the worker usually receives his or her remuneration.






The above are the key definitions as set out in the [Protocol of 2002 to the Occupational Safety and Health Convention](#). **Be sure to look for these definitions in your country's national law** because they may have been adapted to your local context.

► Who should do what?

► Figure 2. Reporting, recording and notification: By whom, to whom and about what

These procedures should be specified in national laws and regulations. Check those in your country.

	By Whom	To Whom	What events and information
REPORTING 	Workers	Immediate supervisor, the competent person, or any other specified person or body	Any occupational accident or injury to health; occupational diseases and suspected cases of occupational diseases; commuting accidents; and dangerous occurrences
RECORDING 	Employer (member of the workplace safety and health committee or human resources manager, for example), self-employed person	-	Occupational accidents, occupational diseases and, as appropriate, dangerous occurrences, commuting accidents and suspected cases of occupational diseases
NOTIFICATION 	Employer, self-employed person, Insurance institution	Competent authority (Minister, Government Department, other public authority)	Occupational accidents, occupational diseases, and, as appropriate, dangerous occurrences, commuting accidents and suspected cases of occupational diseases The notification shall include data on: (a) the enterprise, establishment and employer; (b) if applicable, the injured persons and the nature of the injuries or disease; and (c) the workplace, the circumstances of the accident or the dangerous occurrence and, in the case of an occupational disease, the circumstances of the exposure to health hazards

What should I (worker) do?

- ✓ Obtain information and training on the reporting system in your workplace from your supervisor, employer, safety and health officer or representative, or workers' organisation.
- ✓ Identify the person(s) to whom you should report occupational accidents, injuries and diseases, suspected cases of occupational diseases, commuting accidents and dangerous occurrences. This person is often your immediate supervisor.
- ✓ Understand your reporting duties and familiarize yourself with the reporting form and make sure it is always at hand.
- ✓ In the case of an occupational accident, injury or disease, suspected case of occupational disease, commuting accident or dangerous occurrence, comply with the reporting requirement in your workplace.

“I am worried about the negative consequences that reporting might have on my job. What if I get fired?”

ILO standards prohibit an employer from instituting retaliatory or disciplinary measures against a worker for reporting an occupational accident, occupational disease, dangerous occurrence, commuting accident or suspected case of occupational disease. Workers have the right and may be required by national laws and regulations to report occupational accidents and diseases, commuting accidents and dangerous occurrences. Reporting should never have a negative impact on your job and employers should make arrangements to:

- ✓ Prevent retaliatory or disciplinary measures against workers for reporting;
- ✓ Ensure confidentiality of all personal and medical information.

I reported, what happens now?

Get involved in preventing occupational accidents and diseases. Co-operation between management and workers and/or their representatives is essential for the development and implementation of effective preventive measures based on data and information on occupational accidents and diseases, commuting accidents and dangerous occurrences.

► Example of workplace reporting form:

Information on the event			
Location		Type of event	<input type="checkbox"/> Injury
Date			<input type="checkbox"/> Disease or suspected disease
Time			<input type="checkbox"/> Property damage
Persons involved			<input type="checkbox"/> Dangerous occurrence
Work activity involved			
Event description (in as much details as possible)			
Where there is an injury			
Information of injured person	Name		
	Date of birth		
	Gender		
	Department		
	Job title		
	Date of entry into position		
	Name of the supervisor		
Injury description			
Injured person's account of the event (description)			
Name(s) of witness(es)			
Witness's account of the event (description)			
Scene observation			
First aid/medical care			
Name of the person completing the report			
Date of the report			
Worker signature	Date		
Supervisor signature	Date		

Source: This example is adapted from the *Workplace Safety and Health Guidelines: Investigating Workplace Incidents for SMEs* of the Workplace Safety and Health Council and Ministry of Manpower of Singapore (2013) and from the ILO Participant's Handbook for *Improving occupational safety and health in small and medium-sized enterprises* (2021).

▶ References

- ▶ Occupational Safety and Health Convention, 1981 (No. 155).
- ▶ Protocol of 2002 to the Occupational Safety and Health Convention, 1981.
- ▶ ILO. 1996. *Recording and notification of occupational accidents and diseases*. An ILO code of practice Geneva, International Labour Office, 1996.
- ▶ ILO. 2021. *Improving occupational safety and health in small and medium-sized enterprises: Participant Handbook*. Geneva, International Labour Office, 2021
- ▶ Singapore, Workplace Safety and Health Council, and Ministry of Manpower. 2013. *Workplace Safety and Health Guidelines: Investigating Workplace Incidents for SME*.

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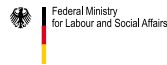
Labour Administration, Labour Inspection
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The Vision Zero Fund is part of Safety + Health for All, an ILO flagship programme building a culture of safe, healthy work.