

# Registration form for accidents, incidents and unsafe situations

First read the explanation on the back

1. **The report concerns:** (tick as applicable, as far as you are aware and according to your own observation and if necessary after consultation of the Directorate Human Resources)

- an accident
   
  an incident/near-accident
   
  a dangerous situation
- with danger of physical injury
   
  with personal property damage (clothing etc.)  
 with slight physical injury\*
   
  with property damage (< 50 k€)  
 injury which requires interruption of work (sick absence)\*
   
  with **substantial** property damage (> 50 k€)  
 with severe physical injury\*
   
  with environmental damage  
 a fatal accident
- for an explanation see the back of this form

2. **Give a brief description of the event/the activities immediately preceding the accident/situation and any injury**

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3. **Where and when did it happen?**

Location: \_\_\_\_\_ Date and time: \_\_\_\_\_ Faculty/Department: \_\_\_\_\_

4. **Data of the victim (if applicable)**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Position: \_\_\_\_\_  
 Adress: \_\_\_\_\_ Zip code: \_\_\_\_\_ Residence: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Date of employment: \_\_\_\_\_ Sofi nr.: \_\_\_\_\_

- UT employee
   
  Student
   
  other; name, company: \_\_\_\_\_

5. **Who were involved? What equipment and/or substances were involved?**

Name: \_\_\_\_\_ Faculty/department: \_\_\_\_\_

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6. **What measures do you recommend or did you take, to improve the situation?**

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7. **Authorities/persons warned (tick if applicable)**

- EA-organisation
   
  Head of department
   
  Ambulance
   
  Building & Environmental municipality of Enschede  
 Dean/director
   
  Directorate HR
   
  Fire department
   
  M&C
   
  BSO
   
  Inspectorate H&S  
 Coordinator working conditions and environment
   
  Family victim
   
  Police
   
  Referred to hospital or general practitioner

8. **Has a similar event/situation been reported previously?**

If so, when and to whom?:

Drawn up:

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Faculty/Directorate: \_\_\_\_\_ Tel: \_\_\_\_\_

**Send or submit the completed form to the Dean and/or Service Department Director and the Working Conditions and Environment coordinator of the unit, c.c. the safety officer Directorate Human Resources**

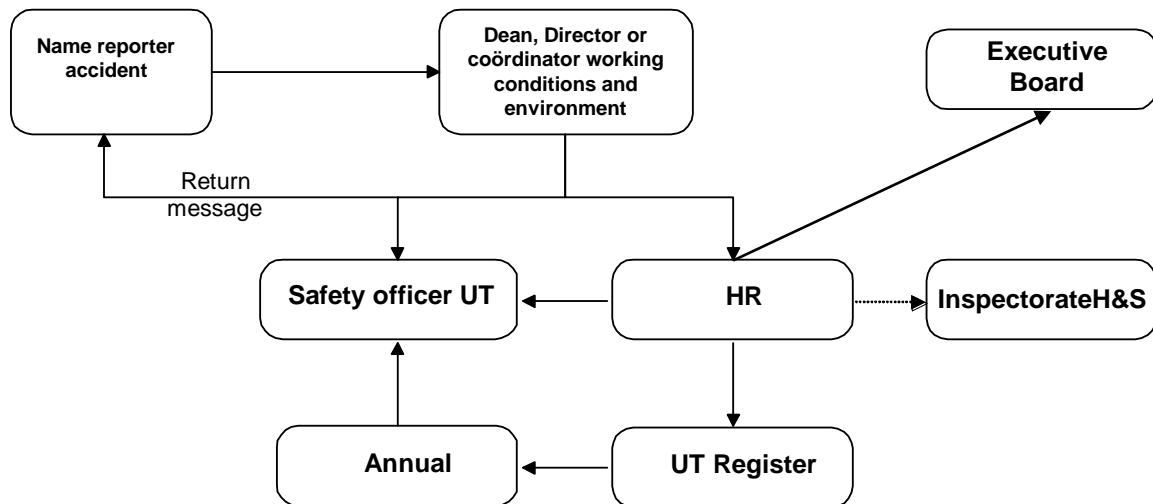
## Registration form for accidents, incidents and unsafe situations

### EXPLANATION

*to procedure for reporting accidents and unsafe situations*

1. Events related to working conditions resulting in physical injury, must be registered. This registration obligation also applies to events and situations where there was a real risk of these sort of consequences occurring. This obligation is imposed on companies and institutions via Section 9 of the Working Conditions Act.
2. The following events are distinguished in this reporting procedure:
  - **Accident**  
An event during working hours resulting in physical injury which requires treatment by someone of the emergency assistance team, a physician or in a hospital.
  - **Incident/near-accident**  
An event which involves risks of physical injury. For example falling down the stairs or on a slippery floor (without further consequences), a starting fire, leaking chemicals and suchlike.
  - **Unsafe situation**  
A situation that could cause an incident or an accident. For example loose electricity cords, slippery floors, locked emergency doors, devices without proper protective caps, et cetera.
  - **Slight physical injury**  
Physical injury that can be treated by a CERT assistant, after which the work can be resumed. For example an injury for which applying a sticking plaster suffices.
  - **Injury necessitating interruption of work**  
Physical injury resulting in the victim having to stop working for the day, for example serious bruises.
  - **Serious occupational accident**  
Event involving a fatal accident or which requires the staff member to be **admitted** to hospital or a mental/psychiatric institution within 24 hours for treatment and/or observation and/or an accident that leads to (a reasonable medical assumption of) permanent physical or mental damage.  
However if the victim can go back to work or go home immediately after treatment in an outpatients' department, (ordinarily) no serious injury will be involved.
3. By reporting and registering accidents, incidents and unsafe situations, we get a better insight into unsafe situations still present. Therefore this may contribute to improvements.
4. Fatal accidents and accidents which will (presumably) result in permanent injury, are to be reported **immediately** to the manager of the unit.
5. The Directorate Human Resources may decide that an accident is an **occupational accident**. This is important for any claim settlement and suchlike. These accidents are to be reported within 24 hours to the Directorate Human Resources using the form 'Reporting an occupational accident'.  
If the accident was caused by job-related tasks for more than 50% and was not the result of wilful intent or conscious recklessness, an occupational accident is involved. Traffic accidents on the university premises or during business trips are however not considered as occupational accidents, unless your job involves dangerous situations and risks and there is a clear relationship with the traffic accident. Whether an accident is an occupational accident depends on the circumstances and therefore may differ per situation.  
HR needs a completed 'registration form for accidents, incidents and unsafe situations' in order to establish whether an accident is regarded as an occupational accident.

## 6. Routing of the reporting form

**Compulsory reporting of occupational accidents to the Health and Safety Inspectorate (by HR)**

Pursuant to the Working Conditions Act, the employer is required to immediately report **serious occupational accidents** to the Health and safety Inspectorate by telephone. Following this, the report needs to be confirmed in writing to the HSI as quickly as possible. Normally, the HSI will conduct an investigation as soon as possible after such a report.

*Accidents that require reporting:*

1. An occupational accident is an accident that occurs in the course of or as a consequence of activities. For example within an organisation, at a (building) site, on the land or at a farm, during work at roads, bridges, viaducts, on or in the water, et cetera. In short, everywhere where employees can be at work.

**NB!** (Traffic) accidents that occur during commuting traffic are not considered as occupational accidents.

2. An occupational accident must be reported if the victim dies from the consequences of the accident, or sustains permanent injury, or is to be admitted to hospital. 'Permanent injury' is understood to mean, among other things: amputation, blindness, or chronic physical or mental/traumatic complaints. 'Admission to hospital' is understood to refer to a victim who needs to be hospitalised. Outpatients' treatment is therefore not considered as admission to hospital.

If a serious accident is not reported, the Health and Safety Inspectorate will invariably prepare a penalty report (standard penalty is €4,500).