

## **Procedure for reporting accident, incident/near accident or dangerous situation**

### **Introduction**

Despite all our preventative measures, an accident, incident/near miss or a dangerous situation may still occur. To avoid such situations, it is essential to have an insight into them and to know the underlying causes.

This procedure has several goals, i.e.:

- Find out which (underlying) causes have led to the accident, incident/near miss or dangerous situation.
- Additional measures can then where necessary be taken to prevent a recurrence and improve the risk management of the activities;
- File creation;
- Creating clarity about where the parties involved can turn in the unlikely event that they are faced with one of the above-mentioned situations and what to expect after they have completed the form
- Informing the right bodies to ensure that everything is correctly dealt with.

Reporting can provide insight into the remaining dangerous work situations. It can therefore contribute to improving these situations. The entire UT community benefits from this. The data is only made available to the departments that must have it at their disposal in order to perform their statutory obligations.

### **Target group**

The procedure applies to all members of staff, students, trainees, temporary staff and third parties (including guests) that are involved in an accident, incident/near accident or dangerous situation. The Safety, Health and Environment Coordinator (VGMc) of faculties and departments and the HR VGM staff supervise the correct implementation of the procedure.

### **Responsibilities**

All the above-mentioned persons must complete the reporting form. Deans or Director of Operations and Department Directors are responsible for monitoring the procedure and ensuring that everyone is aware of the procedure.

### **Method of reporting**

The report must be made with the aid of the UT reporting form. This can be found on the HR website. [http://www.utwente.nl/hr/formulieren\\_webapplicaties/ongevallenformulier.doc/](http://www.utwente.nl/hr/formulieren_webapplicaties/ongevallenformulier.doc/)

## Dealing with the report

After the digital accident report form has been completed, the reporter will receive an acknowledgement of receipt. The victim receives a copy of the report.

HR-VGM will in the first instance send the report to the VGMc and/or the Director of the unit concerned. Depending upon the report and the additional information, the report will also be sent to HR (working conditions, legal situation, participation), FEZ (insurance).

In consultation with the VGMc of the unit, the HR safety expert will proceed with a further investigation if warranted by the circumstances.

Within 5 working days after receipt of the report, the HR safety expert contacts the person or persons concerned. An interview report follows within two weeks.

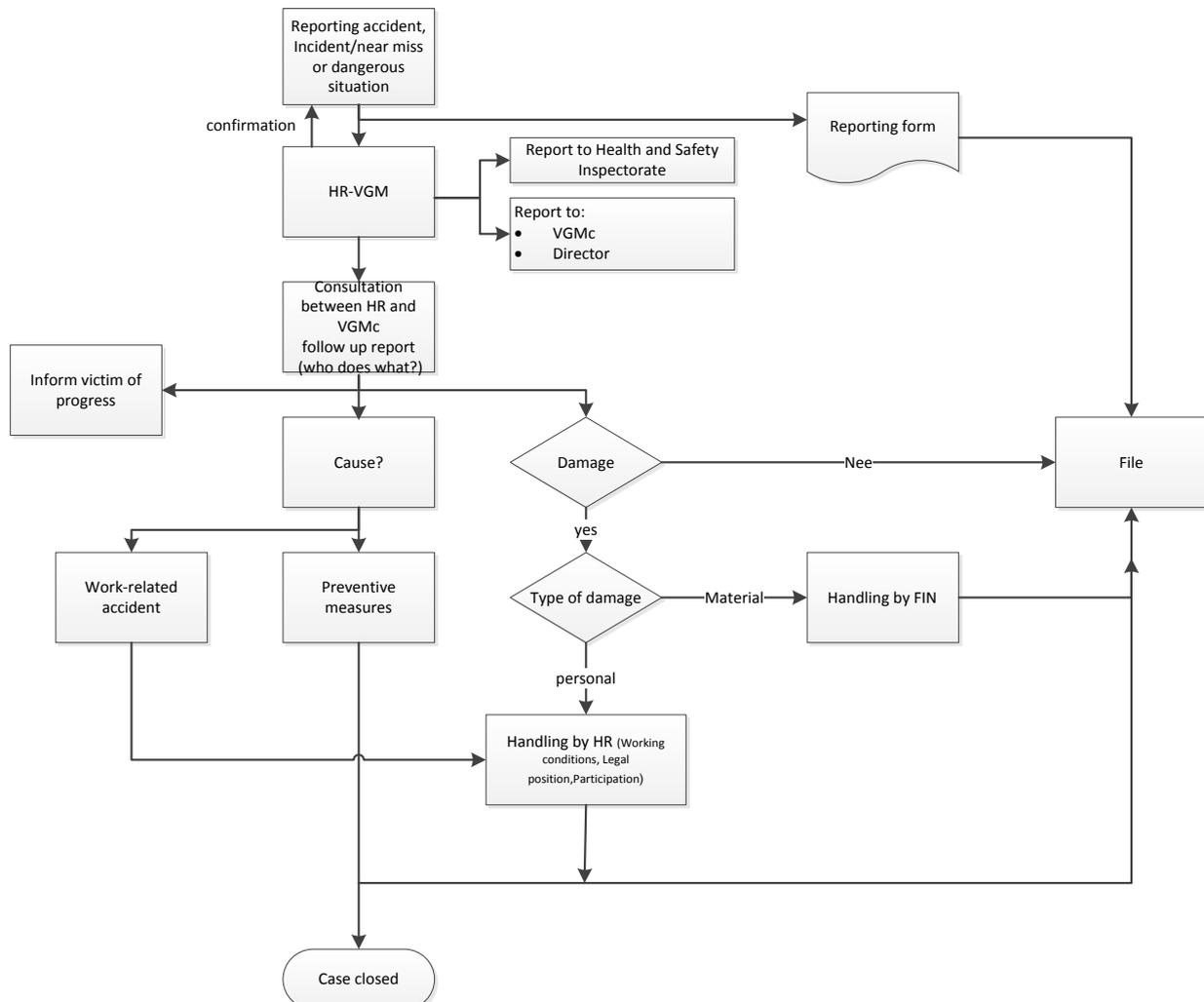
The report is registered in Decos. All supporting documents are also attached for the purposes of file creation.

## Who is informed?

The director of operations/department director will be informed because of his responsibility for the member(s) of staff/student(s) with respect to safety.

The VGMc of the faculty or department is informed in order to contribute, in consultation with HR, to any further investigation and to formulate and implement improvement measures. FEZ is informed in connection with possible insurance matters (damages, liability).

HR is informed with regard to accident research, the accident registry, possibly mandatory reporting to the Inspectorate SZW, legal position and matters concerning employment conditions. Once the report has been dealt with in its entirety, HR closes this file.



## **Type of reports, definitions and abbreviations**

In this procedure (occupational) accidents, incidents/near accidents and dangerous situations are referred to as “unwanted event”.

### **Accident**

An event during working hours causing personal injury which leads to treatment by emergency response personnel, a doctor or at the hospital.

### **Occupational or industrial accident**

An occupational accident is an unwanted, sudden event that happens to a member of staff in connection with the performance of work, which (almost immediately) results in damage to health or unexplained absence, or (almost immediately) leads to death (Section 1(3) of the Health and Safety Act).

Accidents during the journey to and from work are not regarded as occupational accidents in the Health and Safety Act.

### **Work-related accident**

If the accident is mainly the result of the nature of the assigned activities or the particular circumstances under which these had to be performed and the accident is not due to fault or carelessness of the member of staff. Traffic accidents on campus or during business travel are, however, not classified as work-related accidents, unless your position involves hazards and risks, and there is a clear relationship with the traffic accident. Whether an accident is a work-related accident depends on the circumstances and can therefore vary depending upon the context.

HR requires a completed registration form for accident, incident/near miss or dangerous situation in order to judge whether the accident is regarded as a work-related accident.

**Accident requiring reporting<sup>1</sup>** (reporting to the Ministry for Social Affairs and Employment SZW Inspectorate, by HR department )

Accident where the victim dies as result of the consequences, suffers permanent injury, or must be admitted to a hospital (Health and Safety Act, Section 9(2)).

### **Accident requiring registration**

Occurrences in the working circumstances, resulting in personal injury, must be registered. This reporting requirements also applies to events and situations where there was a real risk of this type of consequence. The specified obligation is imposed on companies and institutions by Section 9 of the Health and Safety Act.

### **Incident/near miss**

Occurrence where there was no physical injury, there is no question of (a) victim(s), but the situation was such that this was very likely.

### **Dangerous situation**

A situation where potential danger is present, but that has not resulted in an accident.

This could include loose cords, slippery floors, locked emergency doors, broken power points, equipment without proper protective covers, and so on.

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<sup>1</sup> accident requiring reporting is one where the victim dies as a result, suffers permanent injury, or has to be admitted to a hospital. 'Permanent injury' includes: amputation, blindness, or chronic physical or mental/traumatic complaints. 'Hospital admittance' means that a victim is admitted to a hospital (also without an overnight stay). Outpatient treatment is not regarded as a hospital admittance. The Inspectorate SZW will almost always produce a fine report in the case of failure to report a serious accident. (standard fine is a maximum of € 50,000) due to an obstruction of the course of justice.

**Dangerous action**

An action where potential danger is present, but that has not resulted in an accident.

**Injury**

Physical and/or mental (non-material) damage that a person experiences if he or she is involved in an accident.

**Serious physical or mental injury**

In this case, serious physical or mental injury means: damage to health, which within 24 hours of the time of the event leads to a hospital admission for observation or treatment, or can reasonably be regarded as permanent. (Section 9 Health and Safety Act).

**Hospital admission**

A registered admission where the patient is assigned a bed.

**Sick leave or absence**

Cessation of work and no resumption of work on the next day or at a later stage as a result of an unwanted event.

**Injury**

physical and/or mental (non-material) damage that a person experiences if he or she is involved in an accident.

**Accident involving emergency response personnel/first aid**

Accident where the victim has suffered injury such that it can be treated by emergency response personnel/first aid.

**Accident with injury with absence**

Accident where the victim has suffered injury such that from the day after the accident occurred the victim is incapacitated for work and is absent from work as a result.

**Accident with injury without absence**

Accident where the victim has sustained an injury, but is not incapacitated for work to such an extent that this leads to absence.

**Employer**

- 1) the unit for which another is obliged to perform work by virtue of a contract of employment or statutory employment appointment, except if that other is made available to a third party for the performance of work, which that third party usually performs.
- 2) the unit to which another is made available for the performance of work referred to under 1.

**VGMc**

Safety, Health & Environment coordinator

**BHV**

Emergency response personnel

**Inspectorate SZW**

Inspectorate of the Ministry of Social Affairs and Employment