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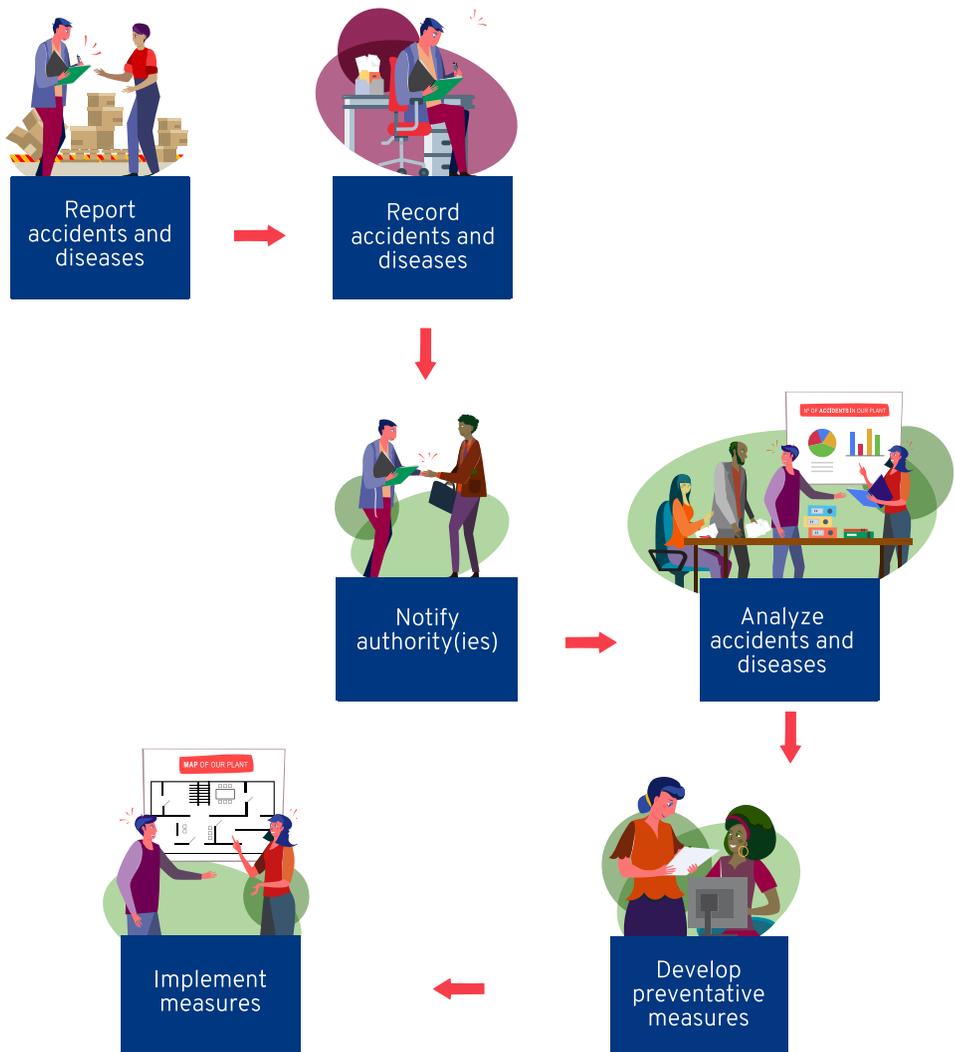


**Reporting, Recording, and  
Notification of Occupational  
Accidents and Diseases:**  
A brief guide for Employers  
and Managers

## ► Introduction

Preventing occupational accidents and diseases is key for the productivity and sustainability of your business. Effective prevention can be achieved by designing and implementing evidence-based policies and strategies, based on data and information on occupational accidents and diseases, commuting accidents and dangerous occurrences.

► Figure 1. From reporting to prevention



## ► Purpose

The purpose of this guide is to provide brief information that will help you and your team improve and promote reporting, recording, and notification of occupational accidents and diseases in your workplace and, as appropriate, dangerous occurrences, commuting accidents and suspected cases of occupational diseases for better prevention of similar events, by identifying their causes and establishing preventive measures.

## ► Getting started:

### Why should I record accidents and diseases at work and notify them?

International Labour Standards<sup>1</sup> stipulate that all employers, employing one or more workers, should make adequate arrangements to record and notify the competent authorities about occupational accidents and diseases.

### Is it an obligation under my national law?

In most countries, recording occupational accidents and diseases and notifying the competent authorities is an employer obligation. This can differ from country to country, which is why it is important to familiarise yourself with the legal obligations in your country of operations.

### What events do I 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.



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<sup>1</sup> 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 ACCIDENT:

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
<b>REPORTING</b> 	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
<b>RECORDING</b> 	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.
<b>NOTIFICATION</b> 	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 can I (employer) do to facilitate reporting?

- ✓ Set up a mechanism for workers to provide necessary information to supervisors/employers, in consultation with workers or their representatives;
- ✓ Provide information and training to workers on the reporting mechanism;
- ✓ Identify a competent person(s) who receives information on occupational accidents, diseases, commuting accidents and dangerous occurrences, and carries out follow-up actions, including for investigation. This person could be the safety and health officer or representative or a member of the workplace safety and health committee, for example;
- ✓ Ensure that policies are in place to prevent retaliatory or disciplinary measures against workers who report;
- ✓ Ensure confidentiality of personal and medical information;
- ✓ Promote that workers comply with the requirements, in accordance with national laws or regulations, to report any occupational accident or injury, case or suspected case of occupational disease, commuting accident and dangerous occurrence.

## ► What are the obligations of the employer in relation to recording?

- ✓ Identify a competent person to prepare and keep records;
- ✓ Facilitate cooperation in recording where two or more employers engage in activities simultaneously at one worksite;
- ✓ Maintain the records to ensure they are available and readily retrievable at all reasonable times;
- ✓ Inform workers and their representatives of the recording arrangements;
- ✓ Provide appropriate information to workers on all occupational accidents, occupational diseases, dangerous occurrences and commuting accidents, to assist workers and employers to reduce the risk of exposure to similar events.

## ► What are the obligations of the employer in relation to notification?

- ✓ Set up arrangements within the enterprise, in accordance with national laws or regulations, to notify occupational accidents, occupational diseases, dangerous occurrences, commuting accidents and suspected cases of occupational diseases, as appropriate;
- ✓ Identify a competent person to prepare the report and notify the competent national authority;
- ✓ Determine responsibility for notification where two or more employers engage in activities simultaneously at one worksite;
- ✓ Consult national law and regulations on the required notification including prescribed timeframe.

Employers who fail to notify the competent authority as required by national law and regulations may incur penalties or face prosecution.

## ► Example 1: Singapore<sup>2</sup>

What to notify	When and how to notify the national authority	Who should notify
<p>An employee is injured at work or has contracted a disease due to exposure to occupational hazards including biological and chemical agents. This has resulted in one of the following:</p> <ul style="list-style-type: none"> <li>- Light duty</li> <li>- Outpatient / hospitalisation</li> <li>- Occupational disease</li> <li>- Death</li> </ul>	<p>If the employee subsequently dies from the injury or disease, <b>notify the Commissioner for Workplace Safety and Health immediately.</b></p> <p><b>Submit a report</b> within these deadlines:</p> <ul style="list-style-type: none"> <li>- Fatal accidents: Within 10 days of the accident</li> <li>- Non-fatal accidents: Within 10 days of employer's first notice of accident.</li> </ul>	Employer
<p>An employee dies while working or at a workplace as a result of work.</p>	<p><b>Notify the Commissioner for Workplace Safety and Health</b> as soon as reasonably practicable and submit a report within 10 days.</p>	Employer
<p>A self-employed person or member of public (e.g. visitors, buyers, clients) dies at a workplace as a result of work.</p>	<p><b>Notify the Commissioner for Workplace Safety and Health</b> as soon as reasonably practicable and submit a report within 10 days.</p>	Workplace occupier (person responsible for the work carried out at the workplace)
<p>Self-employed person or member of public (e.g. visitors, buyers, clients) is injured as a result of work and is sent to hospital for treatment.</p>	<p><b>Notify the Commissioner for Workplace Safety and Health</b> as soon as reasonably practicable.</p>	Workplace occupier (person responsible for the work carried out at the workplace)

Source: the content in this table is modified from Singapore requirements available online (Ministry of Manpower n.d.).

<sup>2</sup> Singapore provides an online reporting system for employers and occupiers. For more details see: <https://www.mom.gov.sg/eservices/services/wsh-incident-reporting>

## ► Example 2: Ethiopia

What to notify	When and how to notify	Who should Notify
<p>All employment injuries that would preclude, due to the seriousness of the case, a worker returning to his or her regular work immediately after treatment, or the next scheduled shift.</p> <p>Injuries listed in article 57(5) of the OSH Directive-2008.</p> <p>All occupational diseases listed in Schedule 7 of the OSH Directive-2008.</p>	<p>To the Ministry of Labour and Social Affairs:</p> <p>Within 3 days after the occurrence of an accident to <b>a worker that prevents him/her from earning full wages or entitles the worker to medical aid.</b></p> <p>Within 14 days on the standard form.</p> <p><b>The Ministry of Labour and Social Affairs must be notified of any fatality immediately</b> by phone or other means of communication and a report must be submitted in writing.</p>	<p>Employer</p>

Source: the content in this table is modified from the Occupational Safety and Health Directive 2008, arts. 55-58 (Federal Democratic Republic of Ethiopia, Ministry of Labour & Social Affairs).

## ► Forms

### ► 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).

## For other examples of forms for reporting, recording and notification, see as reference:

- ▶ Singapore, Ministry of Manpower:
  - Requirements and forms for notification
- ▶ United Kingdom, Health and Safety Executive (HSE):
  - Forms for reporting work related accidents, diseases, dangerous occurrences, and gas incidents
- ▶ United States, Occupational Safety and Health Administration (OSHA):
  - Employee's Report of Injury Form
  - Forms for Recording Work-Related Injuries and Illnesses

**Be sure to look for the forms that must be completed in your country.**

## ▶ 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
- ▶ Federal Democratic Republic of Ethiopia, Ministry of Labour & Social Affairs, Occupational Safety and Health Directive 2008, arts. 55-58.
- ▶ Singapore, Workplace Safety and Health Council, and Ministry of Manpower. 2013. *Workplace Safety and Health Guidelines: Investigating Workplace Incidents for SME*.
- ▶ Singapore, Ministry of Manpower. n.d. "Work-related accidents: what and when to report". <https://www.mom.gov.sg/workplace-safety-and-health/work-accident-reporting/what-and-when-to-report>

# VISION ZERO FUND

Labour Administration, Labour Inspection  
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(LABADMIN/OSH)

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