

**Form for reporting work-related injury**

**Injured party**

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| Name | |
| Tel. no. (work and private) | Email |
| Work position | Institute/dept. |

**Place, time and incidence of injury**

Health details to be recorded separately as part of subsequent case treatment.

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| Site of accident (address, building/room no.) |
| Site of accident, if the accident did not take place on a SDU site |
| Time and date of accident |
| Description of the incident. How did the accident occur? (include attachment if necessary) |
| What was the cause of the accident? (e.g. a fall, contact with a sharp object, animal bite) |
| With which tools, machines or loads did the injury occur? |

**Internal investigation into the accident/events leading up to the accident**

Acquire an overview of the site of the accident (for example, draw a sketch). Talk to the injured parties and all witnesses as quickly as possible and get their immediate description of the course of the accident and the circumstances leading up to it.

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| Describe the course of the accident with the assistance of explanations from the injured and from any witnesses |

**Once the course of the incident is clear, its causes have to be identified:**

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| Describe the causes of the incident: Why did the incident happen? |
| Describe possible factors in the surroundings that contributed to the incident taking place? (for example, lack of technical equipment, lack of instructions etc.) |
| Describe possible factors in the working situation that played a part in the incident happening? (for example, failings in organisational planning) |
| Describe other factors that had an influence on the incident? |

**Preventive measures**

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| Specific Health & Safety Department measures to prevent similar accidents |
| Health & Safety Department initiatives in general to prevent accidents of this kind |

**Guidelines**

The report should be sent to HR Service, Arbejdsmiljøkontoret (Health & Safety Department) [arbejdsmiljoe@sdu.dk](mailto:arbejdsmiljoe@sdu.dk), which will send any final report to the Danish Working Environment Authority.

After this, the Health & Safety Department will contact the injured party for further information. Based on this information, the Health and Safety Department will view to assessing whether the incident should be reported to the Danish Working Environment Authority and SDU’s insurance unit for processing in accordance with legislation concerning Labour Market Insurance.

To comply with data protection, the institute/department must treat (distribute and retain) any personal information that might emerge in relation to the injury report in accordance with data protection regulations. Case files containing sensitive or confidential information may only be retained under secure conditions, for example electronic documents must be kept on secure hard drives with a search log such as SharePoint or for max. 30 days in outlook. Paper documents should be kept in locked filing cabinets.

**Signature by department manager**

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| Name of the Health & Safety Group/Name of groupmembers: |
| Name |

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| Date | Signature |