

Occupational accident

What is the next step?



Occupational safety begins with every one of us

What is the next step?

1. Help

- give First Aid
- calm the injured person down
- send for a doctor (or provide transport to a doctor's surgery)
- if necessary, call the police, fire brigade

2. Safeguard

- safeguard the place of the accident (warning light, help pennant, acoustic signal)
- safeguard the surroundings of the place of the accident (communications, construction components, stop the machine, disconnect power supplies,...)
- secure documentation of the place of the accident (photography, drawing)

3. Report

- to the employer of the injured employee(s)
- to the trade union organization

WHAT	happened (what occurred)
WHERE	the accident happened
WHO	was injured (or how many persons were injured at the same time)
WHO	is reporting

4. Investigation

- of the cause and circumstances of the accident (if possible, always in the presence of the injured)

Occupational injury

act calmly, judiciously, but promptly

Report

- to the prosecuting attorney or to the body of the Police of the Czech Republic with the respective territorial competence where a criminal offence is suspected,
- to the respective body of the trade union organization or to the employees' representative in the area of occupational safety and health,
- to the employer that sent the injured employee to perform the respective work,
- to the organizational unit of the respective insurance company, with whom the employer has insured its liability for damages due to occupational accidents,
- to the respective Regional Labour Inspection Office or to the respective Regional Office of Mines in case hospitalization of an injured employee exceeds 5 days

Upon occurrence of a fatal injury, it is necessary to report without undue delay:

- to the body of the Police of the Czech Republic with the respective territorial competence,
- to the respective body of the trade union organization or to the employees' representative in the area of occupational safety and health,
- to the employer that sent the injured employee to perform the respective work,
- to the respective Regional Labour Inspection Office or to the respective Regional Office of Mines,
- to the respective health insurance company,
- to the organizational unit of the respective insurance company, with whom the employer has insured its liability for damages due to occupational accidents.

Other duties

- discover and investigate causes and circumstances of the accident,
- execute a record on an accident within 5 working days of the date of the report,
- keep records of all accidents in the Accident Book,
- keep records and documentation of all accidents in cases where incapacity to work exceeded 3 calendar days or in cases involving lethal accidents,
- submit 1 copy of the record on an accident to the injured employee or to family members of the injured employee,
- send copies of records on accidents for the respective calendar months on a collective basis by the fifth day of the following month to the respective Regional Labour Inspection Office or the Regional Office of Mines and to the respective insurance company,
- in cases involving a fatal accident, to send a record on the accident to the body of the Police of the Czech Republic with the respective territorial competence, the respective Regional Labour Inspection Office or the Regional Office of Mines and the respective health insurance company,

- keep documents on file for a period of 5 years,
- adopt measures to prevent reoccurrence of the accident.

Regional Labour Inspection Offices:

The Regional Labour Inspection Office for the City of Prague

Kladenská 103/105, 160 00 Praha 6

tel.: 235 364 006, fax: 235 362 007

e-mail: praha@oip.cz, www.suip.cz/oip03

The Regional Labour Inspection Office for the Region of Central Bohemia

Průhonická 55, 106 00 Praha 10

tel.: 272 767 643, fax: 272 769 137

e-mail: stredni.cechy@oip.cz, www.suip.cz/oip04

The Regional Labour Inspection Office for the Region of South Bohemia and the Vysočina Region

Vodní 21, 370 06 České Budějovice

tel.: 387 424 271, fax: 387 843 419

e-mail: budejovice@oip.cz, www.suip.cz/oip05

The Regional Labour Inspection Office for the Plzeňský and the Karlovarský Regions

Schwarzova 27, 301 00 Plzeň

tel.: 377 423 066, fax: 377 372 926

e-mail: plzen@oip.cz, www.suip.cz/oip06

The Regional Labour Inspection Office for the Ústecký and Liberecký Regions

SNP 2720/21, 400 11 Ústí nad Labem

tel.: 472 774 165, fax: 472 772 589

e-mail: usti@oip.cz, www.revicom.cz/ibp, www.suip.cz/oip07

The Regional Labour Inspection Office for the Královéhradecký and Pardubický Regions

Říční 1195, pošt. příhr. 53, pošta 2

501 01 Hradec Králové

tel.: 495 219 012, fax: 495 219 070

e-mail: hradec@oip.cz, www.suip.cz/oip08

The Regional Labour Inspection Office for South Moravia and the Zlínský Region

Milady Horákové 3, 658 60 Brno,

tel.: 545 321 285, fax: 545 211 303

email: brno@oip.cz, www.suip.cz/oip09

The Regional Labour Inspection Office for the Moravia Silesia and the Olomoucký Region

Živičná 2, 702 69 Ostrava

tel.: 950 143 711, fax: 596 110 164

e-mail: ostrava@oip.cz, www.suip.cz/oip10

Detailed duties of employers and employees are provided in:

- Sec. 102, Sec. 103, Sec. 105 and Sec. 106 subsec. 4 par. h) of the Labour Code
- Government Order No. 494/2001 Coll., to regulate the method of record-keeping, the reporting on and the sending of records on accidents, a sample record on an accident and the range of bodies and institutions to which occupational accidents are to be reported and the record on an accident is to be sent.

Information is provided by:

The State Labour Inspection Office

Horní náměstí 103/2, 746 01 Opava

tel.: 553 696 154, fax: 553 626 672

e-mail: opava@suip.cz, www.suip.cz

The Occupational Safety Research Institute

Jeruzalémská 9, 116 52 Praha 1

tel.: 221 015 891, fax: 224 210 494

e-mail: dotazy@vubp-praha.cz

www.vubp.cz, www.bozpinfo.cz

Regional Labour Inspection Offices

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