

 <p>Feidhmeannacht na Seirbhíse Sláinte Health Service Executive</p>	Frequently Asked Question		
<b>Ref: FAQ 004:02</b>	<b>RE: Incident/Accident reporting to the Health &amp; Safety Authority (HSA)</b>		
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<b>Note:</b>	<p><i>This information/advice has been issued in response to frequently asked questions around a specific topic and may not cover all issues arising, should you require more specific advice please contact the Health &amp; Safety Help Desk. The management of any occupational health and safety issue(s) remains the responsibility of local management.</i></p>		

### **How do I report an Incident (accident) to the Health and Safety Authority (HSA)?**

Accidents that the HSA require to be reported to them can be recorded online (Ctrl click on logo)



or by visiting the HSA website [www.hsa.ie](http://www.hsa.ie)

You will be asked to register if this is your first visit to the reporting section of the site.

The benefits of reporting online are:

- It is faster
- You can view details of all the accidents you reported online over the last year
- You can print a copy of the report for your records
- Account activation codes are sent to Health and Safety Managers when a new user registers for their organisation so:
  1. They can view details of all accidents reported online for their organisation over the past year.
  2. Receive an e-mail notification every time a new user registers to report accidents for their organisation.

### **Reporting on Paper IR1 Form**

- The HSA only accept the pre-printed IR1 forms published by the Authority; photocopies are not acceptable
- Copies of the IR1 form are available from the Publications Section of the HSA by telephoning 1890 289 389 or if calling from outside of the Republic of Ireland +353 1 6147000.

Completed forms posted to: The Workplace Contact Unit, Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1.

## **What do I have to report?**

Fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable. Note that directly caused mental injuries such as shock or fright as the result of an assault, continue to be reportable.

There are three situations arising in the course of employment when an accident should be reported:

- ✓ When an employee who is actually doing the work is injured.
- ✓ When an employee is injured who is not doing the work but is injured as a result of a workplace accident.
- ✓ When a non-employee or member of the public is injured as result of a work activity.

Examples of incidents that are not reportable include:

- An employee or a self-employed person is absent as a result of an accident for more than three days, but the absent days are not consecutive.
- An employee is injured in a traffic collision while commuting to or from work.
- A patient of a registered medical practitioner dies, is injured or suffers ill health while undergoing medical treatment, unless the treatment is being carried out as a result of a workplace incident. Medical treatment includes treatment such as the administration of medicines by any route, surgical procedures or dressing of wounds.

### **1. Workplace Fatalities (Requires immediate reporting)**

**Call 01 6147000 or LoCall: 1890 289 389 (between 9:30am and 4:30pm, Monday to Friday).**

**The Gardaí should be notified immediately of all workplace accidents resulting in death.**

It is the responsibility of the nominated responsible person identified in your service/site specific safety statement to ensure that a procedure is in place that ensures all reportable accidents and dangerous occurrences are reported and that managers are aware of the procedure.

**A formal report should be submitted to the HSA within five working days of the death.**

The manager at the scene of the accident must ensure that it is not disturbed unless there is imminent danger to others and until the HSA inspector or Gardaí give their permission.

If an injured person dies within a year of the accident, and as a result of the accident the named responsible person is required to notify the HSA in writing as soon as possible after the death comes to their knowledge, even if the accident has not previously been notified to the Authority.

### **2. Accidents where Injury has occurred (reported within 10 working days of the accident).**

**General injuries involving employees** - Accidents, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, are reportable. *Note: the 3 consecutive days include weekends and non-working days if the employee would have been unable to perform their normal duties on those days.*

**Road traffic/ vehicle accidents involving employees** - Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

**General injuries involving members of the public** - where a person suffers an injury that is attributable to work/work activities.

**Road traffic/vehicle accidents involving members of the public** - are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.

### ***Do I have to report Sharps Injuries to the HSA?***

Where a work-related sharps injury results in an employee being prevented from carrying out their normal work activities for more than three consecutive days the accident must be reported on the IR1 form using the procedure identified above.

Where the incident could cause severe human infection/human illness, e.g. a percutaneous injury with a contaminated sharp where the source patient is known or found to be positive for hepatitis B, hepatitis C or HIV an IR3 form has to be completed. This form is available to download from the HSA through the following channels: website; [www.hsa.ie](http://www.hsa.ie), email: [wcu@hsa.ie](mailto:wcu@hsa.ie), LoCall: 1890 289 389 (between 9:30am and 4:30pm, Monday to Friday), Fax: 01 614 7125 or notification can be sent online if registered as above.

### ***Who is responsible for notifying accidents to the Health and Safety Authority?***

In the case of an accident involving an employee at work, the employer is responsible for reporting the accident (the nominated responsible person is normally the manager identified in the local Site Specific Safety Statement).

In any other case (if the injured person is self-employed or a member of the public), the person responsible for reporting the accident is the person having control of the place of work at which the accident occurred including persons providing training (in the case of death or injury of a person receiving training for employment).

If a self-employed person is fatally injured, the person who is the owner or tenant in the place of work is responsible for reporting the accident.

### ***Do I have to report accidents when a fatality or injury has not occurred?***

A list of prescribed accidents known as Dangerous Occurrences are also reportable on the IR3 form available for download on the HSA website [www.hsa.ie](http://www.hsa.ie) to the HSA as soon as practicable.

Note: A full list of Dangerous Occurrences is available in Appendix 1 of [The Safety, Health and Welfare at Work \(Reporting of Accidents and Dangerous Occurrences\) Regulations, 2016](#) guidance provided by the HSA and available on our website [www.hse.ie/safetyandwellbeing](http://www.hse.ie/safetyandwellbeing).

### ***What to expect next after reporting to the HSA?***

After you have reported the incident or accident, the HSA will upload that information for statistical purposes, they may request further information from you, as manager, or an inspector may complete an onsite investigation following receipt and review of this report. In any case it is best advised to have a copy of all incidents/accidents available for reference purposes.

*Note: Reporting to the HSA will not negate the requirement to adhere to the HSE's internal incident reporting system.*

**Do I need to keep any records?**

Yes, keep records for a period of 10 years from the date of the incident. A copy of the report submitted to the HSA will suffice to meet this obligation. Other records may be required by the HSE.

**Additional Resource Information:**

**Legislation:**

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations, 2016.

Safety, Health and Welfare at Work (Prevention of Sharps Injuries in the Healthcare Sector) Regulations, 2013.

**Useful Contacts and References:** Health & Safety Authority Website; [www.hsa.ie](http://www.hsa.ie)