



Routine for reporting work injuries and incidents

If an employee is injured at work, or experiences an incident, i.e. a situation that could have led to an injury, a report of said injury or incident shall be made. The following routine is written according to SLU's directions and guidelines and has been established by the department's local liaison group (*lokala samverkansgrupp* in Swedish).

In case of a work injury or incident the head of department is ultimately responsible for making a report as soon as possible. However, it is preferable if you, as an individual employee, make the report to assure the most accurate reporting possible. **Always notify your head of department that a work injury or an incident has occurred, and then agree upon which of you will do which tasks, listed below.**

Depending on whether a work injury or an incident has occurred, the reporting procedure differs. The list below describes which bodies to contact and when.

To be contacted regardless of what has happened (obligatory)

- **Safety delegate (*Skyddsombud*)** – Shall always be contacted, regardless of what has happened. When reporting to the Swedish work environment authority, the safety delegate shall sign the report. At Biosystem and Technology, David Hansson and Karl-Erik Gustavsson are the safety delegates. They can give you advice and support you if you have any concerns or questions.
- **SLU Security (*SLU Säkerhet*)** – Shall always be contacted, regardless of what has happened. They keep records of the number of work injuries and incidents that occur and can therefore take preventive actions. There are 3 ways to make a report to them:
 1. Click on the link [To the reporting form](#).
 2. Email to sakerhet@slu.se, write 'Report of incident' in the subject line. The following information should preferably be included in the email: your contact information, time, date and location of where it happened, whether it is an incident or work injury, a description of what has occurred, actions taken and if and where else you have reported the incident.
 3. Contact Mats Svensson at mats.svensson@slu.se, phone: 040-41 50 33 or call SLU Security at 018-67 24 00.

To be contacted in case of a work injury or a serious incident

When the Safety Delegate and SLU Security have been contacted you shall communicate with the below bodies.

- **The Swedish Work Environment Authority (*Arbetsmiljöverket*) and The Health Insurance Office (*Försäkringskassan*)** – Shall be contacted in case of a work injury or a serious incident. The report is made via the following link: <https://anmalarbetsskada.se/> (currently only in Swedish). Save the generated receipt on your computer.
- **The Division of Human Resources (*Personalavdelningen*)** – shall be contacted in case of a work-related injury. A copy of the receipt from the report to the Swedish work environment authority and the Health Insurance Office shall always be sent to the Division of Human Resources; Gunilla Eriksson, gunilla.eriksson@slu.se. Human Resources keep a central record on work-related injuries reported from all over SLU and oversees the possibility on compensation from AFA (Workers' compensation insurance). Gunilla will send you, as an individual employee, information regarding AFA. You will then decide if you wish to apply for compensation from AFA or not. If you wish to apply to AFA, fill in the form you receive from Gunilla and return it to her at the Division of Human Resources. She will then sign and forward the information to AFA. Thereafter, AFA will contact you for further handling.

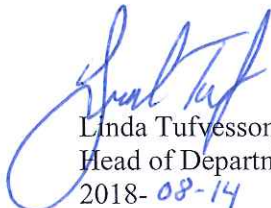
Remember to always save any receipts from the health care and treatment you may have received in relation to your work injury, since you have the possibility to receive compensation. Your name and Swedish personal ID-number must be included on the receipt for you to be able to receive any compensation.

More information on work injuries, incidents and possible compensation can be found on the Staff web:

<https://internt.slu.se/en/support-services/administrative-support/security/In-case-of-an-emergency/>

<https://internt.slu.se/en/support-services/administrative-support/security/crisis-and-emergency-response/incident-reporting/>

<https://internt.slu.se/en/support-services/administrative-support/human-resources/halsa-och-arbetsmiljo/arbetsmiljo/stod-i-arbetsmiljoarbetet/occupational-injury/>


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