



**Karolinska
Institutet**

How to report work-related incidents at KI

(quick manual for everyone who needs to report
near-accidents, work-related injuries and ill health)

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The University Administration

It is mandatory to report work environment incidents!

- KI has implemented an electronic incident reporting system. This system replaces the paper forms that was previously used for reporting work-related incidents within KI.
- Co-workers and students participate by reporting risk observations, near-accidents and work injuries (work-related accidents or work-related illnesses) in this system.
- The line manager (group leader or person with delegated work environment tasks) shall investigate the incident and describe implemented and planned actions to prevent reoccurrence of the incident (9 § AFS 2001:1)

N.b.!

According to Swedish Law, many work injuries and incidents must also be reported to Arbetsmiljöverket and /or Försäkringskassan (for more information see [Arbetsmiljölagen](#) and [Socialförsäkringsbalken](#))



Examples of when a notification must be sent to Arbetsmiljöverket (within 24 h).

- Bone fractures
- Extensive bleeding (e.g. required a tourniquet)
- Unconsciousness/concussion
- Serious threat to an [employee/student](#)
- Known or strong suspicion of infection with cuts/puncture wounds
- Burns (2nd-3rd degree)



Examples of when a notification must be sent to Försäkringskassan

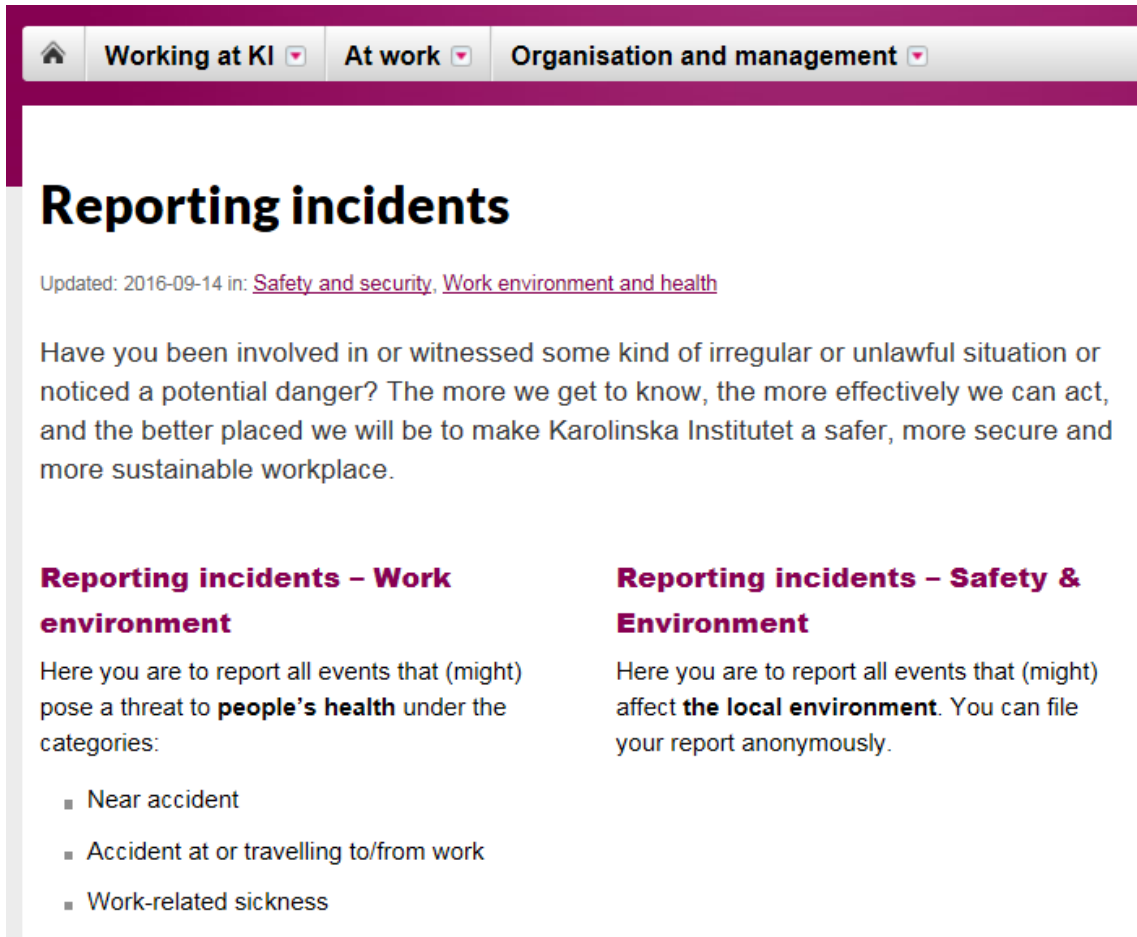
- When the injury/work related illness causes absence from work (with paid sick-leave)
- If it is probable that the injury may cause future ill health or permanent disability (e.g. tinnitus, whiplash, chronic eczema, psychological problems)

Arbetsmiljöverket and Försäkringskassan have a joint webpage for these notifications:

www.anmalarbetsskada.se

Tip! Copy your report from www.anmalarbetsskada.se and upload in the incident reporting system in order to avoid extra work.

KI has two different incident reporting systems.
This manual concerns incidents related to work environment.
Incidents concerning security or external environment should be reported in the system for security/environment.



The screenshot shows a web interface with a purple header bar. The header contains a home icon, a dropdown menu for 'Working at KI', another dropdown for 'At work', and a dropdown for 'Organisation and management'. Below the header is a large heading 'Reporting incidents'. Underneath is a text block stating the page was updated on 2016-09-14 and linking to 'Safety and security' and 'Work environment and health'. The main content area is split into two columns. The left column is titled 'Reporting incidents – Work environment' and describes reporting events that pose a threat to people's health, listing categories like 'Near accident', 'Accident at or travelling to/from work', and 'Work-related sickness'. The right column is titled 'Reporting incidents – Safety & Environment' and describes reporting events that affect the local environment, noting that reports can be filed anonymously.

Working at KI ▾ At work ▾ Organisation and management ▾

Reporting incidents

Updated: 2016-09-14 in: [Safety and security](#), [Work environment and health](#)

Have you been involved in or witnessed some kind of irregular or unlawful situation or noticed a potential danger? The more we get to know, the more effectively we can act, and the better placed we will be to make Karolinska Institutet a safer, more secure and more sustainable workplace.

Reporting incidents – Work environment

Here you are to report all events that (might) pose a threat to **people's health** under the categories:

- Near accident
- Accident at or travelling to/from work
- Work-related sickness

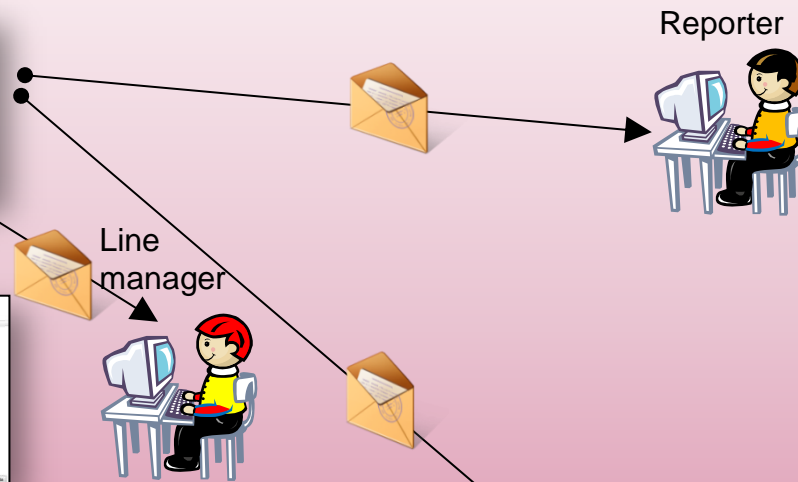
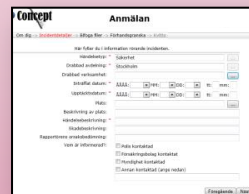
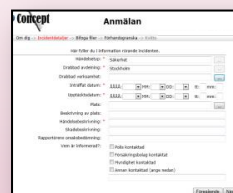
Reporting incidents – Safety & Environment

Here you are to report all events that (might) affect **the local environment**. You can file your report anonymously.

Work-flow for work-related incidents:

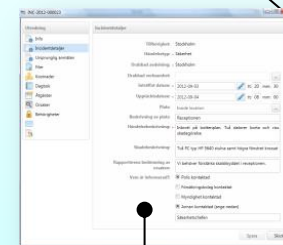
1. Web-based report

2. Line manager (recipient) He/she describes an investigation of the incident and the drawn conclusions, as well as implemented and planned actions to prevent that the incident reoccurs.



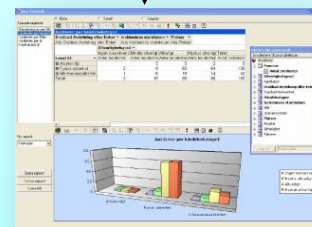
3. Administrator (1 per department + 2 central administrators)

The administrator ensures that all incidents are properly investigated and that preventive actions are presented. He/she sends a copy of the incident report to the department's work environment group.



4. Statistics

Incident reports are included in statistic analyses, which are used to identify strategic actions necessary for the general improvement of the work environment at KI, e.g. new trainings, rules/procedures, personal protective equipment .



There are three entries to the system.
Select the one that is relevant in your case:



Sickness (work-related)

Are you on sick leave, or are you receiving medical attention related to your work/studies?



Accident at or travelling to/from work

Has anyone been injured at or on the way to/from the university?



Incident

Have you been involved in or witnessed something at the university that could cause injury or sickness?

Examples of typical work-related illnesses, work-related accident, accident to- or from work or incidents are listed on Internwebben.

Log in with your KI-id.

If you have problems with log in, try to change web-browser (Firefox or Chrome) or add "user\" + your KI-id. It may also be necessary to clear your cache or use the "incognito/inprivate" box. Contact IT support if problems persist (IT-support@ki.se)



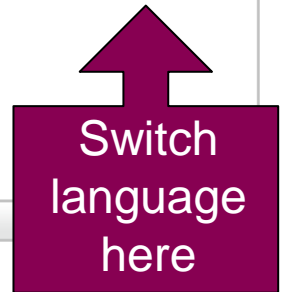
Karolinska
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New Report | Overview | Language: English



Incident Report

About you > About affected person > Incident details > Preview > Receipt



Report Accident

If there is a serious near-accident or serious accident involving grave personal injury (or death), the responsible manager/leader shall immediately (the same day) report this to the Work Environment Authority via www.anmalarbetskada.se. In case of work related injuries or illness, a report must also be made to Försäkringskassan.

Your name:*	<input type="text" value="Karolina Institutetsson"/>
Your e-mail address:*	<input type="text" value="Karolina.Institutetsson@ki.se"/>
Your phone no:*	<input type="text" value="08-524 872 30"/>
Type of event:*	<input type="text" value="Work accident"/> <input type="button" value="..."/>
Affected function:*	<input type="text" value="KI"/> <input type="button" value="..."/>

Next

Fields with asterisks are mandatory.

Your line manager (group leader or person with delegated work environment **tasks**) is responsible for investigating and handle your incident. There may be reasons why you would want to select someone other than your line manager – this is also possible.



Incident Report

About you > **About affected person** > Incident details > Preview > Receipt

Please, enter information about the affected person.

Look up your line manager: *

Relation to KI:

Occupation:

Type of contract/association with KI: *

Age:

Probable absence (days): * No absence
 1-3 days
 3-14 days
 More than 14 days

Tip!
Enter the full name in the search field in order to easily find the person you are looking for.

Previous

Next

Fill in the details of the incident:

Incident Report



About you > About affected person > **Incident details** > Preview > Receipt

Please, enter information about the incident.
Then click the Next button at the bottom of the page.

Type of event:*

Affected function:*

Took place date:*

Location:

Incident description:*

Cause of the accident:* ...

Object, machine, etc involved:

Type of injury (main):* ...

Other type of injury:

Injured body part (main):* ...

Other body part injured:

Measures to prevent recurrence:*

Has measures been taken already? Yes
 No
 Not relevant

Has Safety delegate participated in investigation?* Yes
 No

Participants in the reporting: Employer has participated in the reporting
 Safety delegate has participated in the reporting
 Other/the Injured has participated in the reporting

Name and occupation of reporting participants:

Attach files

me	Note	Tag
data available		

Here you can upload files, for example a copy of the notification to Arbetsmiljöverket or Försäkringskassan, photos, Safety Data Sheets, et c.

The report consists of 5 parts.
You can preview your report before submission.

Incident Report

About you > About affected person > **Incident details** > Preview > Receipt

After submission, you will receive an e-mail with a link. Click on the link to check the status of your incident report.

New Report | My reports | My actions | Admin | Language: ▾



My reports

Serial number	Affected function	Reported date	Assessed	Archived date	Case info	Responsible
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**Karolinska
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Help us make KI better - report risks & incidents!

Thank you for your participation!