



**LUNDS**  
UNIVERSITET

Document title: Incident report employee and student	
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Issued by: LU Estates: Work Environment, Sustainability and Security	

The completed report is to be sent to the Registrar, internal mailing code 62, Box 117, 221 00 Lund

Copy to the person concerned, head of department, safety representative and work environment coordinator. Copy to be kept locally by the human resources manager.

## Incident report

**Do not use this form if there has been an injury. Report the occupational injury instead.**

**Name (optional)**

Click here to enter text

Lecturer/researcher

Administrator

Technical staff

Doctoral student

Service/maintenance staff

Student

**Faculty, department and division**

Click here to enter text

**Where did the incident occur?**

Click here to enter text

**Date and time of incident**

Click here to enter text

**Type of incident**

Physical

Psychosocial

**What happened? Describe the incident**

Click here to enter text

**What consequences might the incident have had? (e.g. bodily injury, type of injury)**

Click here to enter text

**What caused or may have caused the incident? (multiple answers possible)**

Inadequate work organisation

Inadequate maintenance or service

Inadequate work instructions

Insufficient expertise

Inadequate communication

Time pressure

Other shortcomings Click here to enter text

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**The questions below are to be answered jointly with the manager responsible for human resources after the incident has been investigated.**

**What can be done to prevent similar incidents in future?**

Click here to enter text

**What needs to be done immediately?**

Click here to enter text

**Who is responsible for ensuring it gets done?**

Click here to enter text

**When is the measure to be completed?**

Click here to enter text

**Have any similar incidents occurred previously?**

Click here to enter text

**Is further investigation required (to set up an action plan)?**

Yes No

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**Signature (optional)**

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**Responsible manager, signature, tel. no**

Click here to enter text

Name in print

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**Safety representative, signature, tel. no**

Click here to enter text

Name in print

## Investigation of incidents

In most cases the causes of the incident need to be thoroughly investigated. The manager responsible for human resources is responsible for the investigation, which is carried out in consultation with the person concerned and the safety representative. In some cases assistance is needed with the investigation. Depending on the cause, the work environment coordinator, human resources coordinator or the Occupational Health Service can be of assistance.

## Serious incidents

Please note that serious incidents, see definition below, are to be promptly reported to the Swedish Work Environment Authority [www.anmalarbetskada.se](http://www.anmalarbetskada.se)

Examples of incidents considered serious by the Swedish Work Environment Authority:

- Smoke, gas or chemical leaks
- An employee fell to the floor from a height of 2–3 m while setting up scaffolding in a sports hall. He was not injured, but as he was helped up a piece of scaffolding weighing 25 kg fell from a height of approximately six metres.

Events of a psychosocial nature can be difficult to define as incidents or serious incidents. One example could be an isolated case of offensive behaviour within the framework of an interpersonal conflict. A threat of violence is usually an incident and is to be reported to the authority if the event entailed serious danger to life or health, such as threats involving knives, firearms, death threats which are perceived as serious, other threats of personal violence or grave cases of bullying.