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## I. General explanations

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- Who reported the accident?  
The **contractor** or its authorised representative are obligated to report. Authorised representatives are persons who have been instructed by the contractor to report the accident.
- **In what case** must an accident be reported?  
An accident must be reported if an accident at work or on the way to or from work (e.g., an accident on the way from home to the place of work) results in **more than 3 calendar days' inability to work** or the **death** of the insured person.
- How many **copies** of the accident report must be made out?  
**Where** must it be sent?  
The accident report must be sent to the competent accident insurance provider.  
If the contractor is covered by the general rules of health and safety inspection at work (for agricultural contractors only in as far as they employ staff), **one copy** must be sent to the state authority competent for health and safety at work (e.g., trade supervisory board, state authority for health and safety at work).  
If the contractor is covered by the mining authorities, the competent lower mining authority is to receive **one copy**.  
**One copy** stays with the contractor for documentation.  
**One copy** goes to the works council (staff council), if any.
- Who must be **notified** of the accident report?  
Insured persons on whose behalf an accident is reported must be informed that they are entitled to a copy of the report. The occupational health and safety officer and the occupational medical service are to be notified of the accident report by the contractor or authorised representative.
- **How** must an accident be reported?  
Besides sending the report by post, it may also be transferred electronically if the recipient offers this, e.g., on their website.
- What is the **time limit** for reporting an accident?  
The contractor or authorised representative must report the accident **within 3 days** of receiving knowledge of it.
- What must be observed in case of **severe** accidents, accidents involving several persons and fatal accidents?  
Fatal accidents, accidents involving several persons and accidents resulting in severe health damage must **immediately** be notified to the competent accident insurance provider and, in case of contractors covered by the general rules of health and safety inspection at work or the mining authorities, also to the state authority responsible for health and safety at work or the lower mining authority (phone, fax, email).

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## II. Specific explanations on the questions in the accident report

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- re 2 Indicate the company number (membership number) with the accident insurance provider (e.g., shown on the membership fee notification or in the notification of competent office).
- re 9 The employee of the temporary work agency/personnel services provider working for the contractor is a temporary agency worker (An employee leasing agreement exists.).
- re 13 In case of statutory health insurance with sickness benefits, indicate only name, post code and location of the insurance fund; in any other case, also indicate the type of insurance (e.g., private insurer, pensioners' health insurance, family insurance, voluntary insurance with the statutory health insurance).
- re 17 The description of the course of the accident should specify details of the accident (where, how, why, what circumstances, indication of tools or machines involved). The following aspects should be given special consideration when describing the course of events.  
Indicate the operational unit where the accident happened: e.g., office, locksmith's shop, salesperson in menswear, depot, greenhouse, stable.  
Indicate the activity that the injured person was performing, e.g., ... serving a customer, ... carrying documents to the foreman's office, ... knocking out a pin, ... unloading a lorry, ... machine repaired (type, manufacturer, model, year of construction).  
Indicate the circumstances characterising the course of the accident (what triggered the accident, what work equipment or which machines and facilities were being used ); e.g.: ... leaned too far to the side, which caused the ladder to slip, and the person fell 3 m to the ground, ... was caught in the timber circular saw (manufacturer, model, year of construction) when the timber jammed,
- re 18 Examples: Right forearm, Left index finger, Left foot and right side of the head
- re 19 Examples: Contusion, fracture, sprain, burn, laceration, cut
- re 23 Indicate, e.g., salesperson, accountant, bricklayer, electrician, nurse, farmer, gardener, instead of "worker", "employee" or "contractor"
- re 25 Examples: Office, storage, locksmith's shop, food section, factory yard, depot