

Preventing occupational accidents and diseases can be achieved by implementing preventive measures based on data and information on occupational accidents and diseases and dangerous occurrences.

Workers have important roles and duties, such as reporting occupational accidents and diseases and dangerous occurrences to their supervisors and supporting the development and implementation of preventive measures.

**NOTICE  
TO EMPLOYEES**

**REPORT ALL  
ACCIDENTS  
AND INJURIES  
TO YOUR FOREMAN AT ONCE**

**REPORT PROMPTLY ANY  
CONDITION LIABLE TO  
CAUSE AN ACCIDENT**

**ALWAYS BE ON THE LOOKOUT  
TO PREVENT ACCIDENTS**



**Contact Details**

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**Reporting, Recording and Notification of Occupational  
Accidents and Diseases**

**A GUIDE FOR WORKERS**



**See An Accident Report It In.**

Tel: 20441/20442

### **Purpose:**

The purpose of this information is to assist you (workers) to better understand your role in the implementation of a recording and notification system in the workplace, and to help you fulfill your responsibility.

### **Why Should I Report ?**

- To ensure that there is a written record of all dangerous occurrences, occupational accidents and diseases you may have suffered;
- Helps with accessing Medical Care and Benefits when needed;
- Essential to help your workplace to better understand the cause of the dangerous occurrence, accident or disease;
- To shorten response time needed for supervisor, OSH Representative, first aiders or even first responders to react to a reported accident;
- To develop and implement measures to prevent accidents and diseases from reoccurring;
- To have that sense of ownership of OSH in the workplace;
- The law allows you to report it in.

### **Occupational Safety and Health Act 2002:**

Accident notification and investigation s21 of the OSH Act 2002 states that the employer shall notify the Commissioner as soon as possible or give written notice of the occurrence of the accident causing death, serious injury or illness within 7 days.



### **What should I (worker) do?**

- Obtain information and training on the reporting system from your supervisor;
- Identify the person to whom you must report accidents, injuries and diseases to;
- Understand your reporting duties and familiarize yourself with the reporting form;
- Comply with the reporting requirement in your workplace;
- Have an understanding of the legislation and the relevant requirements.

### **Who Should Do What?**

There are procedures to be followed in order for an effective reporting system:

#### **Reporting:**

The worker shall report to the supervisor or competent person or any other specified person or body any occupational accident or injury to health. Occupational diseases or suspected cases, and dangerous occurrences

#### **Recording:**

Employer (OSH representative, Human Resource Manager) or self employed person shall record all occupational accidents, diseases and as appropriate dangerous occurrences and suspected occupational diseases.

#### **Notification:**

The employer shall notify the MCIL on the occupational accidents, diseases and as appropriate dangerous occurrences, and suspected cases of occupational diseases.

The notification shall include data on:

- (a) The enterprise, establishment and employer;
- (b) The injured persons and the nature of the injuries or disease;
- (c) Witnesses if any;
- (d) The workplace, the circumstances of the accident or the dangerous occurrence and, in the case of an occupational disease, the circumstances of the exposure to health hazards;

#### **Negative Consequence Due To Reporting:**

Employees are protected under the OSH Act *section 18 Employer not to dismiss employees on certain grounds.*