

Preventing occupational accidents and diseases is key for the productivity and sustainability of your business. Effective prevention can be achieved by designing and implementing evidence-based strategies and policies, based on data and information on occupational accidents and diseases, and dangerous occurrences.

By recording and notifying the MCIL of occupational accidents and diseases, you are helping out in providing crucial data that will guide the work of the ministry. Also, relevant policies will be strengthened and appropriate corrective measures will be provided by the ministry to avoid reoccurrence.



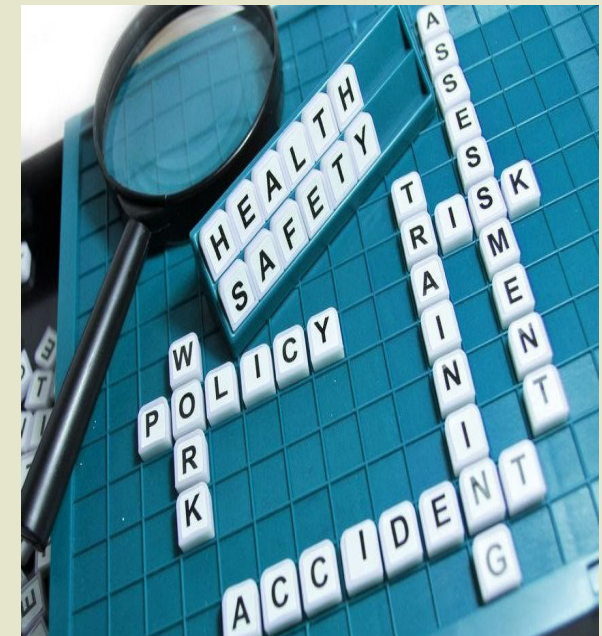
Contact Details

MCIL/OSH Unit on telephone (685) 20441/20442/20443
P.O. Box 862, Apia, Samoa. Level 4 ACC House, Apia.
Email: mpal@mcil.gov.ws



Reporting, Recording and Notification of Occupational Accidents and Diseases

A GUIDE FOR EMPLOYERS & MANAGERS



Record It and Notify It.

Tel: 20441/20442

Purpose:

The purpose of this guide is to provide brief information that will help you and your team improve and promote reporting, recording and notification of occupational accidents and diseases in your workplace and, as appropriate dangerous occurrences and suspected cases of occupational diseases for better prevention of similar events, by identifying their causes and establishing preventive measures.

Why should I record accidents and diseases at work and notify them?

International Labour Standards stipulate that all employers, employing one or more workers, should make adequate arrangements to record and notify the competent authority which is the MCIL.

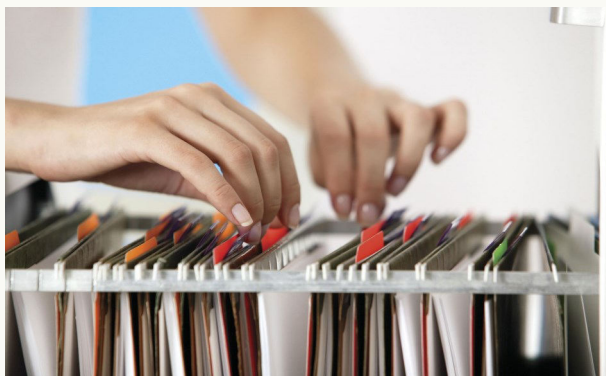
Is it an obligation under local law?

The OSH Act 2002 section 21 accident notification and investigation states that an employer shall notify the commissioner as soon as possible and give written notice of the occurrence within 7 days.

What events do I need to record and notify to the MCIL?

- A workplace accident that causes death or serious injury or illness to a person;
- Names of any witnesses if any;

- Specify the name, place of residence and age of any person killed or suffering serious injury or suffering serious injury or illness as a result of the accident concerned;
- The nature and circumstances of the accident;
- The details to enable an inspector to locate with accuracy the place where the accident occurred.



Who should do what?

The worker shall report to the supervisor, a 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) 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.

What can I (employer) do to facilitate reporting?

- Set up a mechanism for workers to provide necessary information to supervisors/employers;
- Provide information and training to workers on the reporting mechanism;
- Ensure policies are in place to prevent retaliatory or disciplinary measures against workers who report;
- Ensure confidentiality of personal/medical information;
- Promote that workers comply with the requirements.

Obligations of the employer in relation to recording

- Maintain records, readily retrievable at all reasonable times
- Provide appropriate information to workers on all occupational accidents & diseases to avoid reoccurrence

Obligations of the employer in relation to notification

- Set up internal arrangements to notify as per law;
- Consult OSH Act 2002 on prescribed timeframe;
- Identify competent person to prepare reports/notify.