Appendix to Ordinance no. 21 of the Rector of the Cracow

University of Technology from 25 April 2018

**Principles of notifying about accidents involving work at the Cracow University of Technology and establishing their circumstances and causes**

§1

**Subject scope of principles**

The hereby principles specify:

1 ) definitions: “fall during work”, “accident equal to accident at work” “accident

On the way to or from work” and “injury”,

2) regulations concerning the manner of notifying and establishing the circumstances and causes of accidents:

a) at work,

b) on the way to or from work.

§2

**Definitions**

1. “**Accident at work**” - an accident at work signifies a sudden event caused by an external cause leading to an injury or death which occurred in relation to work:

a) during or as a result of conduct by an employee of standard activities or orders of their supervisors,

b) during or as a result of conduct by an employee of activities

for the employer, even without orders,

c) in the course of an employee remaining at disposal of the employer on the way between the seat of the employer and the place of conduct of the obligations stemming from the work relationship.

A specific event may be qualified as an accident at work solely when all four premises specified in the definition have been met.

2. **“Accident equal to the accident at work”** - in the scope of entitlement to benefits specified in the Act on social insurance on account of accidents and work and occupational diseases it is an accident which has occurred in the course of business travel of an employee.

3. **“Accident on the way to or from work”** - an accident on the way to or from work is a sudden event caused by an external cause which has occurred on the way to or from the place of conduct of employment or another activity constituting the title of disability insurance should this way have been the shortest and in case it had not been discontinued. However, an accident is considered to have occurred on the way to or from work despite the way having been discontinued if the break was vitally justified and its duration did not exceed the limits of the need as well as in case when the way which was not the shortest possible way was for the employee the most convenient due to communication reasons.

Way to or from work is considered, apart from going from home to work and back also the way to and from:

a) a different employment or a different activity constituting the title of disability insurance,

b) standard execution of professional or social functions or tasks,

c) standard consumption of meals,

d) performance of education or studies.

4. **“Injury”** - an injury of body tissues or human organs as a result of external factor operations.

§3

**Accidents at work**

1. An employee who experienced an accident, provided that their health state allows it, must immediately notify their superior and the Health and Safety Department.

2. The superior must immediately notify the Health and Safety Department of the occurring accident, providing it with information via Appendix no. 1 to the principles. The superior notifies the Health and Safety Department also in the situation where he or she obtains information of the accident of subordinated to them employee from another source than the injured person themselves.

3. Until establishing circumstances and causes of the accident, the superior is obliged to secure the place of accident in the manner that excludes:

a) entering the place of accident by unauthorized persons,

b) launching, without necessity, devices and other technical equipment which were stopped due to the accident,

c) performing changes in the location of devices and other technical equipment as well as changing the location of other objects which caused the accident, or which allow to recreate its circumstances.

4. Consent for launching machines and other technical devices or conduct of changes in the place of accident is granted by the superior post consultation with the social labour inspector, after the conduct of accident place inspection.

5. Conduct of changes in the accident place without obtaining consent specified above is allowed in case of the necessity to rescue persons or property or prevent the exposure to danger.

6. Employee who is a witness to an accident must immediately notify the Health and Safety Department of this fact.

7. Employee who is a witness to a fatal accident, serious accident or group accident must immediately notify the PK Rector of this fact (telephone numbers are available in the lodges and on the PK website).

8. Health and Safety Department accepts notifications of occurring accidents and immediately presents the information of the given event to the PK Rector, in accordance with the template which constitutes Appendix no. 2.

9. The PK Rector appoints a post-accident team in order to establish the circumstances and causes of the accident. The post-accident team realizes actions in accordance with separate provisions as part of its competencies.

10. The post-accident team is composed of an employee of the Health and Safety Department and the Company Labour Social Inspector. In case of necessity, the team may obtain an opinion from other specialists in the scope necessary to perform an assessment of the type of accident and its consequences.

11. Witnesses of an accident grant information concerning the occurring event to the members of the appointed post-accident team.

12. After the approval of the post-accident protocol by the PK Rector, the Health and Safety Department notifies the Department of Personnel and Social Affairs and the Payroll Department of this fact.

13. At the motion submitted by the affected person, the PK Rector hands over the post-accident documentation to the Social Insurance Institution in order to refer the insured persons for tests conducted by the Social Insurance Institution physician/assessor and to establish the entitlement to benefits on account of accidents at work.

§4

**Accidents on the way to or from work**

1. An affected employee notifies their superior as to the time, place and circumstances of the event.

2. The superior, having obtained the notification of the occurring accident on the way to or from work undertakes actions specified in § 3 par. 2.

3. Health and Safety Department elaborates “Accident on the way to or from work card” and presents it for approval to the PK Rector or to an authorized person.

4. After the approval of the “Accident on the way to or from work card” by the PK Rector or the authorized person, the Health and Safety Department notifies the Department of Personnel and Social Affairs and the Payroll Department of this fact.

§5

**Register of accidents at work**

The Health and Safety Department maintains a register of accidents at work on the basis of all post-accident protocols and stores post-accident documentation.

Appendix no. 1 to the Principles of notifying about accidents involving work at the Cracow University

of Technology and establishing their circumstances

……………………………………………... ………………

*(first name and surname of affected person) (city and date)*

……………………………………

*(Contact telephone number)*

**NOTIFICATION OF ACCIDENT**

**AT WORK/ON THE WAY TO/FROM WORK\***

1. Organizational Unit

……………………………………………………………………………………………………

2. Work position

……………………………………………………………………………………………………

3. Date of accident …………………………… time of accident ………………………………….

4. Place of accident

……………………………………………………………………………………………………

5. Effects of accident

……………………………………………………………………………………………………

6. How was first aid provided for the affected person?

……………………………………………………………………………………………………

7. Sick leave from ……………………………………. to ………………………………………..

8. Witnesses of the accident (first name and surname, address of residence, contact telephone number):

a) ………………………………………………………………………………………………

b) ………………………………………………………………………………………………...

9. On the day of the accident the affected person:

a) was supposed to commence work at ………………. b) ended work at ………………

10. Description of the accident:

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…………………………………………………………………………………………………………....

………………………

(Signature of superior)

\* delete as appropriate

Appendix no. 2 to the Principles of notifying about accidents involving work at the Cracow University of Technology and establishing their circumstances and causes

**INFORMATION CONCERING ACCIDENT AND APPOINTMENT OF THE TEAM DESIGNATED TO ESTABLISH ITS CIRCUMSTANCES AND CAUSES**

**I. AFFECTED PERSON'S IDENTIFICATION DATA**

1. First name and surname of the affected person: ……………………………………………

2. Employing unit: …………………………………………………………………………….

3. Person reporting the accident ………………………………………………………………

4. Date of reporting……………………………………………………………………………

**II. INFORMATION ABOUT THE ACCIDENT**

1. Date and time of accident…………………………………………………………………..

2. Place of accident …………………………………………………………………………...

3. Description of accident circumstances:

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4. With respect to the accident, were there or weren't there\* any actions undertaken by relevant authorities (i.e. the police)

5. Accident witnesses:

1 …………………………………………………………………………………………………

2 …………………………………………………………………………………………………

3 …………………………………………………………………………………………………

*first name and surname*

……………………………………………………..

Signature of accident notification accepting person

I appoint a post-accident team to establish the circumstances and causes of accident, composing of:

1. ……………………………………………………

2. ……………………………………………………

Cracow, on……………………………………….

…………………..

PK Rector

\* delete as appropriate