

OCCUPATIONAL INJURY OR DISEASE REPORTING PROCEDURE

- The employer where an injury occurred is obliged to give an account of the causes and details of the injury in a session with the injured present (if his or her medical condition permits it), as well as with the witness(es), and the union representative(s) or a safety officer (BOZP) present. The supervisor ensures that the scene is not altered (unless for very good reasons) until the causes and details of the injury are fully elucidated. If the injured person is a contractor's employee, the supervisor ensures that the contractor is notified without unnecessary delay, arranges for the contractor to participate in the elucidation, and provides the contractor with a report of the incident.
- The employer keeps an injury report logbook (available at the physician's office, IOCB) containing reports of all injuries, i.e. even those requiring no time off from work or those resulting in up to three days off from work.
- The employer makes reports and keeps records about all workplace injuries resulting in:
 - more than three calendar days off from work,
 - the death of an employee

A copy of the injury report is given to the injured employee, or his or her family in case of a fatal injury.

- The employer is obliged to notify in writing the following institutions: regional Labor Inspection Office (Oblastní inspektorát práce), employer's insurance company (Kooprativa a.s. for IOCB), prosecuting authority or the local department of the Police (whenever there is evidence of crime in relation to the injury), IOCB's union organization or the employees' representative for safety issues, contractor (in case the injured person is a contractor's employee).
Fatal injuries must be reported to the Police and the insurance company.
- The employer is obliged to take measures to prevent repetition of injuries.
- The employer keeps records of employees who contracted occupational disease while working for the employer and who have been medically diagnosed as victims of occupational disease, and will take measures to minimize or remove factors potentially leading to or resulting in occupational disease.
- An injury report is made by the employer (the injured employee's supervisor in cooperation with the injured employee and the safety officer) no longer than five calendar days after the incident was reported. The report is completed using the template provided in the appendix to Government Regulation No. 201/2010 Sb., last updated as No. 170/2014 Sb.
- Other than fatal injuries are reported to the above institutions no later than the fifth day of the following month.
- Fatal injuries are reported to the above institutions no later than five work days after they were reported.
- A director's decree states that entries in the injury report logbook are to be made without delay, ideally within 24 hours of the incident.

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