

What should an employer do in the event of an occupational accident?

Step plan



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What should an employer do in the event of an occupational accident?

Dear Ladies and Gentlemen,

ALRUD experts have prepared this material for HR directors, compliance officers and heads of legal departments, detailing the obligatory and recommended actions that should be taken in the event of an occupational accident.

The purpose of this step plan is to provide high-level guidance on how to protect the interests of affected employees, investigate occupational accidents and thus mitigate risks of administrative and criminal liability for the employer and its officers.

Please note that occupational accidents that occur with remote employees must be investigated in a general manner.

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Essential remarks

This step plan **contains 8 steps**.

Steps 1-5 are immediate actions, essential before conducting an investigation.

Steps 6-8 are related to conducting an investigation.



Immediate actions

STEP 1: FIRST AID

- Provide first aid
- Route to a hospital
- It is recommended to call a taxi if the injured can get to a hospital on their own
- It is recommended to obtain a medical report on the injuries

STEP 2: PREVENTION

- Take urgent measures to prevent the emergency from further developing
- Eliminate any dangerous impact for employees
- It is recommended to call special services

STEP 3: SCENE

- Keep the scene unchanged until the investigation
- Record the scene if it cannot be maintained for security reasons

STEP 4: NOTIFICATIONS

- Submit a notification to the family of the injured and the proper authorities based on the accident's severity
- It is recommended to record the sending of the notification

STEP 5: COMMISSION

- Establish a commission with the presence of obligatory members
- Issue an order indicating the commission's members, tasks and work time
- It is recommended to familiarize the injured with the order
- It is recommended to request a signed scan of the order from the injured

Investigation and results

STEP 6: INVESTIGATION

- Comply with the statutory terms depending on the accident's severity
- Collect evidence, identify causes, establish facts and qualify the accident as occupational or not

STEP 7: ACT

- Issue an act indicating the circumstances and causes of the accident, responsible persons, guilt of the injured (if any), etc.
- Send the act to the Social Fund, the injured or their family
- Submit the act and investigation materials to the Prosecutor's Office in the cases that require such action
- Review the investigation's results with the trade union
- Take measures to prevent further accidents

STEP 8: RECORD

- Record the accident, its investigation steps and results immediately after conducting Steps 1-7
- Maintain the statement and investigation materials for the period required by law

How can ALRUD help?

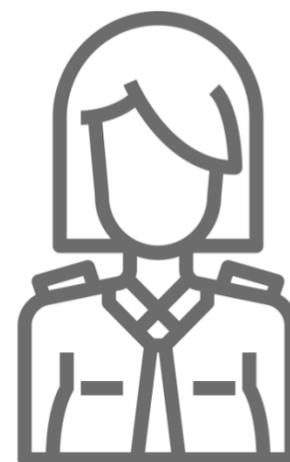


Develop and update local policies and instructions regarding occupational accidents and their investigation



Advise on how to prepare for future accidents and investigate accidents that have already occurred

Represent the company with the authorities (Labour Inspectorate, Prosecutor's Office, police, etc.) **and provide support** with the authorities' request/orders



Arrange and supervise projects to prevent future accidents and improve working conditions (engaging specialized organizations)

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We hope you find this step plan useful.

ALRUD specialists have extensive expertise and will be glad to provide comprehensive legal support regarding an occupational accident investigation.

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