



INCIDENT REPORT

"Incidents" implies a sudden event that could have led to, but did not lead to, an injury to someone. An incident often has the same cause as a work accident. It is therefore important that incidents are noted.

Where and when did the incident occur?
(place, date, time)

Who was affected by the incident? (List all).

Describe what happened.

What work tasks were being done in connection to the incident?

What can be done so that something similar does not happen again?

Is the incident registered as a work injury to Försäkringskassan (government insurance authority)?
Yes No

Is the incident registered to Arbetsmiljöverket (Swedish Work Environment Authority)?
Yes No

This form should be given to your immediate supervisor and a copy should be sent to HR.