

# Reporting Workplace Accidents and Dangerous Occurrences

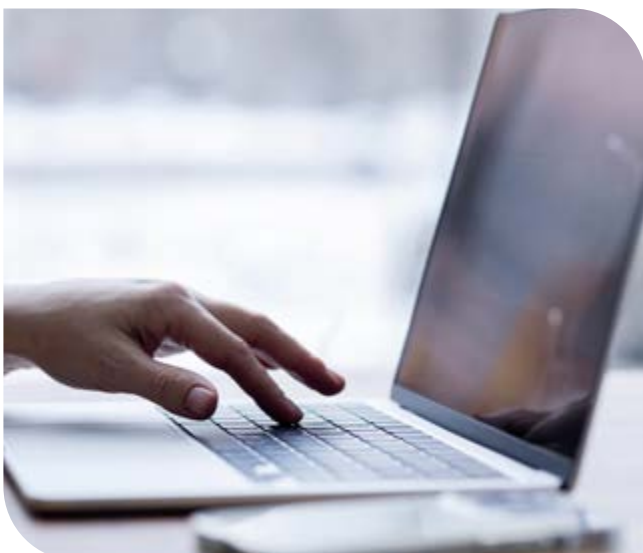
## Information Sheet

This information sheet is for employers, employees, and the self-employed. It provides key requirements for reporting workplace accidents and dangerous occurrences to the Health and Safety Authority (HSA).

### What is an accident?

An accident is an unplanned event resulting in death or an injury, such as:

- a severe sprain or strain (for example, manual handling injuries),
- a laceration,
- a broken bone,
- concussion, or
- unconsciousness.



### What is a dangerous occurrence?

A dangerous occurrence is an occurrence arising from work activities in a place of work that causes or results in:

- the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment;
- the collapse or partial collapse of any building or structure under construction or in use as a place of work;
- the uncontrolled or accidental release, the escape or the ignition of any substance,
- a fire involving any substance; or
- any unintentional ignition or explosion of explosives.

## Reporting and the law

It is a legal requirement for employers to report certain accidents and dangerous occurrences under the [Safety, Health and Welfare at Work \(Reporting of Accidents and Dangerous Occurrences\) Regulations 2016 \(S.I. No. 370 of 2016\)](#). Failure to report accidents and dangerous occurrences outlined in these regulations is an offence.

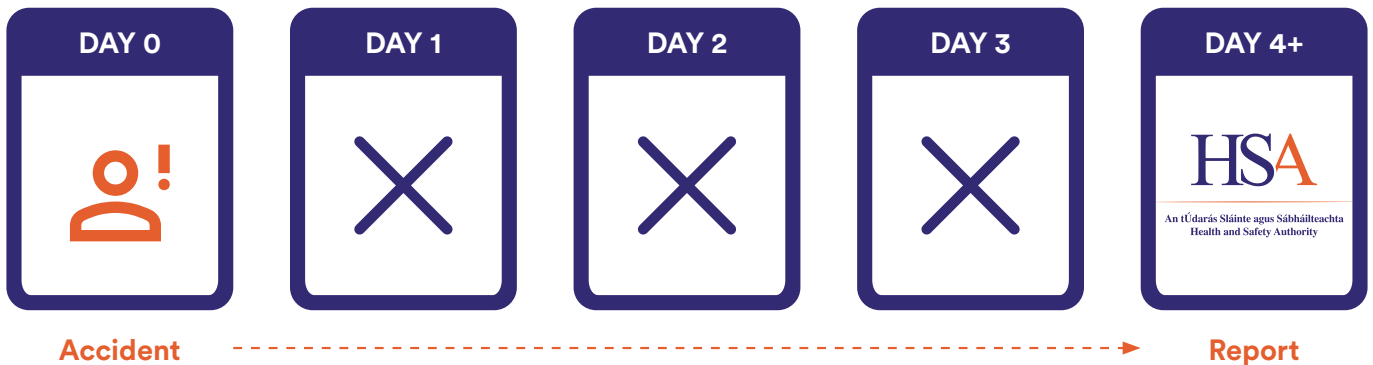
In addition to an employer's legal duty, reporting is important as:

- the reports allow employers to assess the effectiveness of their current health and safety management system;
- it encourages employers to review and amend their risk assessments and safety statements regularly;
- it provides the HSA with trend data to focus campaigns and guidance to protect the safety, health, and welfare of workers in Ireland; and
- it allows HSA inspectors to investigate certain serious accidents and dangerous occurrences to understand their causes to help employers and the HSA prevent similar incidents in the future.

## What is reportable to the HSA?

### Accidents:

- All fatal workplace accidents must be reported.
- Non-fatal workplace accidents must be reported where the injury results in the employee being unable to carry out their normal work duties for more than 3 consecutive days, **excluding the day of the accident** (In calculating the days, weekends and other non-working days should be included).



### Dangerous occurrences:

A complete list of reportable dangerous occurrences can be found in Appendix 1 of [“Guidance on the Safety, Health and Welfare at Work \(Reporting of Accidents and Dangerous Occurrences\) Regulations 2016”](#).

Directly caused mental injuries, such as shock or fright as the result of an assault, leading to an employee being unable to carry out their normal work duties for more than 3 consecutive days, excluding the day of the accident, are reportable by the employer.

## What is not reportable under these regulations?

Diseases, occupational illnesses, and impairments of mental condition are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. However, certain diseases and illnesses are reportable under different legislation. See the “Additional reporting requirements” section at the end of this information sheet for further information.

## Self-employed reporting

**Self-employed people must report accidents to the HSA.**

- If a self-employed person is injured and unable to complete their usual work duties for more than 3 consecutive days, excluding the day of the accident, the self-employed person must report to the HSA.
- If a self-employed person is fatally injured, the emergency services, usually the Gardaí, will inform the HSA.

## What about non-employees (e.g. members of the public)?

- The workplace employer must report when a person, not your employee, who is not at work: dies from an accident caused by a work activity at your workplace; or
- is injured by your work activity and has to be taken from the location of the accident to receive medical treatment for the injury in a hospital or medical facility.

## When to report

- Following a fatal accident, you must immediately inform the HSA (phone: 0818 289 389) or Gardaí (phone: 999 or 112). The employer should then submit the formal report to the HSA within **five working days**.
- Non-fatal accidents or dangerous occurrences should be reported to the HSA within **ten working days**.

Keep a record of all accidents and dangerous occurrences for **ten years** from the date of each incident. Recording near misses is good practice, even if they are not reportable to the HSA. This will help you decide whether additional control measures are required to prevent similar or more severe incidents in the future.

## How to report

You can report in two ways:

### Online:



#### You can report:

- accidents at: <https://webapps.hsa.ie/>
- dangerous occurrences at [https://www.hsa.ie/eng/topics/accident\\_and\\_dangerous\\_occurrence\\_reporting/](https://www.hsa.ie/eng/topics/accident_and_dangerous_occurrence_reporting/)

### Paper:



#### IR1 Form:

The paper form can be completed for accidents and sent to the HSA Contact Centre, Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1. To request a hard copy of the IR1 form, please email [contactus@hsa.ie](mailto:contactus@hsa.ie) or phone 0818 289 389.

**Include the address where the accident or dangerous occurrence occurred, if different from the employer's address.**

### Additional reporting requirements:

Whilst diseases, occupational illnesses or impairments of mental condition are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016, the following is important to note:

- an employer or the employer's responsible medical practitioner must notify the HSA of any disease or death of an employee resulting from workplace exposure to a biological agent using the dedicated reporting form;
- an employer or any registered medical practitioner must notify the HSA of an occupational cancer and other adverse health effects resulting from exposure to carcinogenic, reprotoxic and mutagenic substances in the workplace via our contact centre; and
- a registered medical practitioner who becomes aware of a case of asbestosis or mesothelioma must notify the HSA by emailing [asbestosreports@hsa.ie](mailto:asbestosreports@hsa.ie).

### Further information:

Further information including the "Annual Review of Workplace Injuries, Illnesses and Fatalities" can be found at [www.hsa.ie](http://www.hsa.ie)

### Contact our HelpDesk:

Email: [contactus@hsa.ie](mailto:contactus@hsa.ie)

Phone: 0818 289 389

or visit: [www.hsa.ie/education](http://www.hsa.ie/education)



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority