



Title				2
Incident Report				
Owner/Approver	Executor	Identity	Effective as	Issue
Human Resources Manager	UF/PA			1
Randi Hellgren	Monika Rissanen		Issued on 16/05/2008	Ref. no.

¹ Incidents - are considered those serious events that were about to cause an occupational injury but favourable circumstances meant it remained solely a reminder of the risks that exist, for example, a threat situation.



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Owner/Approver Human Resources Manager Randi Hellgren	Executor UF/PA Monika Rissanen	Identity	Effective as Issued on 16/05/2008
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6. Have similar incidents happened before?

7. Could the incident have been prevented?

8. What should be done to prevent similar incidents from happening again? Use the action plan below.

Action plan:

Activity/Measure	Who is responsible	Complete/date	Follow-up/date

9. If the incident was serious², has it been reported to the Work Environment Authority? See also: [Procedures for occupational injuries and incidents](#) Yes No

10. Other:

Place/date:

Manager's name: _____ Manager's signature: _____

Employee's name: _____ Employee's signature: _____

Health and Safety Representative's name: _____ Health and Safety Representative's signature: _____

The manager sends the Incident Report to the Human Resource Manager/Administrative Manager who registers the Incident rReport. The Human Resource Manager/Administrative Manager sends a copy to the Department of Human Resources, Origo, Monika Rissanen.

² Examples of incidents that should be reported are: instances of objects that could cause serious personal injury, falls in stairwells, malfunctions of dangerous machinery or equipment, leakage of hazardous substances, violence or incident with a risk of violence (for example robbery or attempted robbery).