All accidents are notified to the INFIRMARY as soon as possible.

Accidents Requiring First Aid Intervention

The Department/Directorate
Head

(Academic/Administrative) calls
the Infirmary to notify the
accident ASAP and fills out the
«OCCUPATIONAL ACCIDENT
NOTIFICATION FORM» to
submit it to the Infirmary.

Necessary intervention is performed by the Workplace Physician/Nurse.

The Infirmary e-mails the Occupational Accident Notification Form to OHS Specialist along with an informative phone call.

OHS Specialist investigates the accident and identifies the corrective and protective activities.

Accidents with Work Day Losses Requiring Medical Intervention & Referral to Hospital

The Department/Directorate
Head (Academic/Administrative)
calls the Infirmary to notify the
accident ASAP and fills out the
«OCCUPATIONAL ACCIDENT
NOTIFICATION FORM».

The relevant
Department/Directorate Head
(Academic/Administrative)
contacts the Infirmary within 1
working day.

The Infirmary follows up the medical state of the accident victim and informs the Human Resources Directorate and the OHS Specialist accordingly.

The HR Directorate notifies the Social Security Institute about the occupational accident and informed the higher administration.

OHS Specialist investigates the accident and identifies the corrective and protective activities.

Occupational Accident Notification Chart



As for the notifications of accidents to the Security outside working hours:

- ✓ The Security records the incident by filling out the «INCIDENT

 REPORT» and calls and submits the form to the Support Services

 Directorate,
- ✓ The Support Services Directorate calls the INFIRMARY and the

 Human Resources Directorate and e-mails the relevant form to

 them.
- ✓ During the first working day following the incident, the Infirmary is submitted the Occupational Accident Notification Form after being filled out by the relevant Department/Directorate Head (Academic/Administrative).