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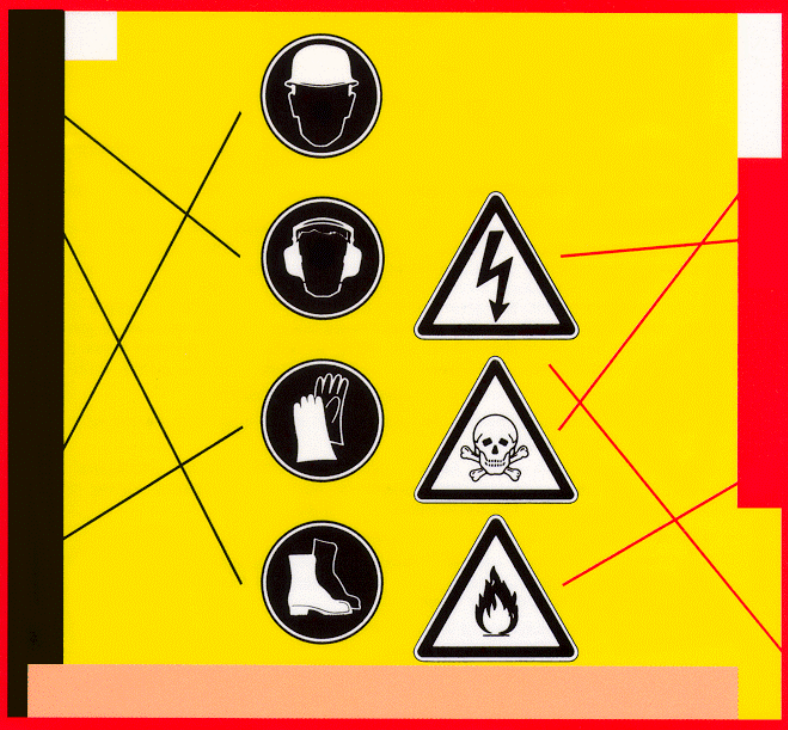
Recording and Notification of Occupational Accidents and Diseases

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Geneva

Recording and notification of occupational accidents and diseases



The International Programme for the Improvement of Working Conditions and Environment (PIACT) was launched by the International Labour Organisation in 1976 at the request of the International Labour Conference and after extensive consultations with member States.

PIACT is designed to promote or support action by member States to set and attain definite objectives aiming at "making work more human". The Programme is thus concerned with improving the quality of working life in all its aspects: for example, the prevention of occupational accidents and diseases, a wider application of the principles of ergonomics, the arrangement of working time, the improvement of the content and organisation of work and of conditions of work in general, a greater concern for the human element in the transfer of technology. To achieve these aims, PIACT makes use of and coordinates the traditional means of ILO action, including:

- the preparation and revision of international labour standards;
- operational activities, including the dispatch of multidisciplinary teams to assist member States on request;
- tripartite meetings between representatives of governments, employers and workers, including industrial committees to study the problems facing major industries, regional meetings and meetings of experts;
- action-oriented studies and research; and
- clearing-house activities, especially through the International Occupational Safety and Health Information Centre (CIS) and the Clearing-house for the Dissemination of Information of Conditions of Work.

This publication is the outcome of a PIACT project.

Recording and notification of occupational accidents and diseases

An ILO Codes of Practice

Recording and notification of occupational accidents and diseases

International Labour Office Geneva

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ILO

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Preface

Previous ILO instruments and codes of practice have included general provisions for the reporting of occupational accidents and diseases. However, they have dealt only to a very limited extent with the need for harmonization and more effective recording and notification of such accidents and diseases as a tool for preventive action. The lack of internationally agreed guidelines means that national definitions of occupational accidents and diseases frequently differ from the international standard definition recommended by the resolution concerning statistics of occupational injuries, adopted by the Thirteenth International Conference of Labour Statisticians (Geneva, 1982); variations among countries also exist in collection and notification procedures, as well as in the coverage and sources of statistics. The result is a diversity of situations in member States. International comparisons concerning measures of success in compliance, enforcement and preventive action are not possible unless harmonization is achieved.

In accordance with the decision taken by the Governing Body of the ILO at its 259th Session (March 1994), a meeting of experts was convened in Geneva from 3 to 11 October 1994 to draw up a code of practice on the recording and notification of occupational accidents and diseases. The meeting was composed of 21 experts, seven appointed following consultations with governments, seven appointed following consultations with the Employers' group and seven appointed following consultations with the Workers' group of the Governing Body.[1]

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[1] *Experts appointed following consultations with governments:*

Dr. András Békés (Chairman and Reporter), Deputy Director-General, Hungarian Labour Inspectorate, Budapest (Hungary).

Dr. Adel Djemaa, Physician Labour Inspector, Medical Labour Inspectorate of Sfax, Sfax (Tunisia).

Dr. Burkhard Hoffmann, Institute of the Accident Insurance Employment Fund for Safety and Health Protection, Sankt Augustin (Germany).

Dr. Alfonso Munevar Umba, Coordinator, Division of Labour Affairs, Legal Office, Colombian Institute for Social Security, Santafé de Bogotá (Colombia).

Mr. Zakaria Nanyan, Director-General, Department of Occupational Safety and Health, Kuala Lumpur (Malaysia).

Mr. Timothy John Williams, Manager, WORKSAFEAustraIia, Sydney, New South Wales (Australia).

Mr. Robert Whitmore, Economist, US Department of Labor, Washington, DC (United States).

Experts appointed following consultations with the Employers' group:

Mr. Anthony Briscoe, Irish Business and Employers' Confederation (IBEC), Dublin (Ireland).

Dr. Glenn E. Haughie, Director of Health, IBM Corporation, Armonk, New York (United States).

Mr. Charles M. Hunt, Human Resources Manager, Bacardi and Company Ltd., Bahamas Employers' Confederation, Nassau (Bahamas).

Mr. Eric Jannerfeldt, Medical Adviser, Swedish Employers' Confederation, Stockholm (Sweden).

Ms. Rohini Krishnapillai, OHS Training and Information Adviser, Australian Chamber of Commerce and Industry, Melbourne, Victoria (Australia).

Dr. Kwame Ofori-Tutu, Senior Environmental Manager, Ashanti Goldfields Company Ltd., Obuasi (Ghana).

Dr. Nicholas A. Okere, Medical Director, Nigerite Ltd., Nigeria Employers' Consultative Association, Lagos (Nigeria).

Experts appointed following consultations with the Workers' group:

Dr. Bernard Cabasson, Confederation "Force Ouvrière", Paris (France).

Ms. Anne Cnudde, Belgian Confederation of Christian Unions, Brussels (Belgium).

Ms. Lissa Donner, Occupational Health Clinic for Ontario Workers, Ontario (Canada).

Recording and notification

The experts highlighted that the collection, recording and notification of data concerning occupational accidents and diseases were instrumental in prevention and that it was also important to identify and study the causes of such accidents and diseases in order to develop preventive measures. They accordingly amended a draft prepared by the Office and adopted the code of practice, noting that its provisions should be considered as the basic requirements for the collection, recording and notification of reliable data on occupational accidents and diseases, and related statistics. In addition, recommendations were made concerning equivalent requirements for the recording and notification of commuting accidents, dangerous occurrences and incidents.

The code gives more prominence to the effective use of collected, recorded and notified data for preventive action than to the elaboration of statistics. As such it serves as a useful instrument to the competent authorities in developing systems for recording and notification of occupational accidents and diseases. It also provides valuable guidance for joint action by employers and workers and for activities carried out by governments, social security institutions and other organizations aimed at the overall prevention of occupational accidents and diseases.

With respect to the relationship between arrangements prescribed under the Employment Injury Benefits Convention, 1964 (No. 121), and those for the recording and notification of data for occupational statistics, the experts opted to omit reference to single and specific systems in the text of the code. Support was voiced in favour of a system which accommodates all information.

The report on the meeting indicates very clearly the various problem areas encountered during the deliberations and reflects the reasons for the final wording of the code. An extract from the report is therefore reproduced here with a view to providing clarification and additional guidance to its users.

The practical recommendations of this code of practice are intended for the use of all those who have responsibility for the reporting, recording and notification of occupational accidents and diseases. The code is not a legally binding document and is not intended to replace national laws, regulations or accepted standards. Its provisions are considered as the basic requirements for recording and notification of occupational accidents and diseases, and are not intended to discourage competent authorities from

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Mr. Khalid Mahmood, All Pakistan Federation of Trade Unions, Lahore (Pakistan).
Mr. Tom Mellish, Trades Union Congress, London (United Kingdom).
Dr. Héctor San Román Arriaga, Confederation of Mexican Workers, Mexico City (Mexico).
Dr. Deborah ValIance, Australian Council of Trade Unions, Melbourne, Victoria (Australia).

International governmental and non-governmental organizations represented:
World Health Organization (WHO).
International Social Security Association (ISSA).
Commission of the European Union.
International Organisation of Employers (IOE).
World Confederation of Labour (WCL).
International Confederation of Free Trade Unions (ICFTU).
International Federation of Building and Wood Workers (IFBWW).
International Council of Nurses.
Hassan Fathy Institute for Construction Workers.
Arab Labour Organisation (ALO).

ILO representatives:
Dr. Chandradasa Pinnagoda, Chief, Occupational Safety and Health Branch.
Dr. Jürgen Serbitzer, Head of the Engineering Section, Occupational Safety and Health Branch.

adopting higher standards. The code has been drawn up with the object of providing guidance to those who may be engaged in the framing of provisions and the setting up of systems, procedures and arrangements for the recording and notification of occupational accidents and diseases, commuting accidents, dangerous occurrences and incidents, and their investigation and prevention. It is of particular relevance to competent authorities, other governmental or public authorities such as social security institutions, management, employers and workers, and their organizations.

Local circumstances and the availability of financial and technical resources will determine how far it is practicable to follow the provisions of the code. Furthermore, these provisions should be read in the context of the conditions in the country proposing to use the information. With this in mind, consideration has been taken of the needs of developing countries and of countries which intend to establish or to modify their systems on the recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents.

The text of the code was approved for publication by the Governing Body of the ILO at its 261st Session (November 1994).

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Extract from the report of the Meeting of Experts on the Recording and Notification of Occupational Accidents and Diseases (Geneva, 3-11 October 1994)

Examination of the draft code of practice

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10. During the general discussion, the experts agreed that the document prepared by the Office provided a suitable basis for discussion by the Meeting. The experts supported the view that the collection, recording and notification of data concerning occupational accidents and diseases were instrumental in preventing them. In analysing occupational accidents, the attribution of the responsibility for the accident should not be the main concern. It was important to study the causes of accidents in order to develop preventive measures. This was especially important given the high cost of occupational accidents and diseases. It was also noted that the conclusions of the Meeting will be taken into account by the Sixteenth International Conference of Labour Statisticians which is provisionally scheduled to take place in 1998.

11. The experts noted that, whilst the code should serve as a useful instrument to the competent authorities in developing systems of recording and notification of occupational accidents and diseases, it should provide valuable guidance to a joint action by the employers and workers which was aimed at the overall prevention of occupational accidents and diseases. In the process of collecting data, use would be made of statistics compiled by social security institutions. However, distinction should be made between the legal aspects which involved compensation, and the analytical aspects in order to avoid problems with duplicate reporting. Some experts also acknowledged that there was a general problem of under-reporting of occupational accidents and diseases. Due attention should also be paid to the aspect of the incidence of occupational accidents and diseases because of the lessons which could be drawn from them.

12. Some experts emphasized that although it was important to supplement the code with the annexes referred to in the document, the recording and notification of occupational diseases should not be restricted to those which appear in the list of occupational diseases (amended 1980) of the Employment Injury Benefits Convention, 1964 (No. 121). It should be realized that new occupational diseases were likely to emerge in cases of those diseases which have long latency periods following the exposure of workers to occupational hazards.

13. In discussing the objectives of the code the experts emphasized the need to give more prominence to prevention than to the element of statistics. They agreed to call for consistency in compiling statistics at the national level with a view to improving international comparability, and to consider commuting accidents in promoting the progressive development of procedures and methods of recording and notification. Commuting accidents caused severe economic losses to the enterprise and deserved attention. The experts agreed to extend the coverage of the code by adding a text which addressed the promotion of awareness among health-care providers of the potential effects of a person's work upon the health of their patients. They decided that there was no need to extend the coverage to include subjects such as the environmental monitoring of the exposure of workers to airborne substances since this was adequately covered by other

ILO codes of practice and for the reason that the subject of environmental exposure was outside the scope of a code of practice on the recording and notification of occupational accidents and diseases.

14. The role of social security institutions in the field of prevention of occupational accidents and diseases was highlighted. Work in this area also strove to encourage governments to harmonize statistical systems and definitions for non-occupational accidents such as traffic, home and leisure accidents in order to allow for an improved use of statistical data for prevention purposes which was particularly useful in the prevention of commuting accidents, which were not under the control of the employer.

15. Following an extensive discussion of the list of definitions provided in the code, the experts agreed, in some instances, to adhere to the text used in previous ILO instruments in order to maintain consistency. It was pointed out that the definitions of other terms were designed to be, as far as reasonably possible, compatible with the language appearing in some national legislations in an attempt to promote harmony in the collection of data on recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents. In this regard the experts found it necessary to encourage the competent authorities to be consistent, in drawing up their concepts and terminologies concerning the recording and notification of occupational data, with the definitions appearing in this code, and in other international instruments, for the purpose of harmonization. The experts also agreed to delete the reference, in this code, to the definitions of some of the terms, especially in cases where they were sufficiently elaborated upon in the body of the document. Following an extensive discussion of the term “workers’ representative” and an attempt by a working group to formulate a new definition, the Meeting decided to cite the Workers’ Representatives Convention, 1971 (No. 135). In response to queries by some experts regarding the coverage of the term “national” throughout the code, the Legal Adviser conveyed to the Meeting that the term covered state and federal systems.

16. In discussing the policy on recording, notification and investigation of occupational accidents and diseases, the experts endorsed a number of provisions which adapted the text already used in the Occupational Safety and Health Convention, 1981 (No. 155), and the Occupational Health Services Convention, 1985 (No. 161). They agreed that it was the task of the competent authority to establish and implement a national system for the recording, notification and investigation of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents. They also decided that tripartite bodies and other involved organizations had an important role in promoting the coordination and implementation of national policies in this field. Consequently, the need for employers and workers and their organizations to work together was reaffirmed. The Meeting drew attention to the contribution of recording and notification and investigation of occupational accidents and diseases to the promotion of prevention.

17. The experts also agreed that implementation of the national system referred to under paragraph 16 above should be carried out by the employer in consultation with the workers and their representatives. Furthermore, it was decided that whenever two or more employers undertook activities simultaneously at one workplace, they should cooperate in implementing the national policy, and that the mechanism for such cooperation should be prescribed by the competent authority.

18. In a general discussion on the legal, institutional and administrative arrangements for setting up reporting, recording and notification systems, it was agreed that the relevant concepts and terminology should be determined by the competent authority in consultation with the most representative organizations of employers and workers. There was also a general consensus that the concepts and terminology should be consistent with this code and with international agreements and recommendations.

19. The Meeting acknowledged the value of and the need for guidance by lists of occupational diseases, particularly in countries which were in different stages of development and where such lists did not exist. However, the experts acknowledged the difficulties inherent in the recognition of occupational diseases. As a result, the Meeting recommended that Annex A entitled "Schedule I: List of occupational diseases (amended 1980) to the Employment Injury Benefits Convention, 1964 (No. 121)", be updated, and the list of occupational diseases reproduced in Annex B as proposed by the Informal Consultation on the Revision of the List of Occupational Diseases, appended to the Employment Injury Benefits Convention, 1964 (No. 121), organized by the ILO in 1991, be used as an example of an extended list. The Meeting was also of the opinion that the competent authority should be responsible for classifying the information notified to it and for promoting such a classification in order to help establish a causative relationship between the occupational diseases and their agents.

20. With respect to the relationship between arrangements prescribed under the Employment Injury Benefits Convention, 1964 (No. 121), and those for the recording and notification of occupational statistics, the Meeting opted to omit reference to single and specific systems in the text of the code. Due concern regarding this subject should be expressed in the preface of the code where support should be voiced in favour of a system which accommodates all information. The preface should equally highlight the role of social security institutions in the field of prevention of occupational accidents and diseases.

21. In discussing reporting at the level of the enterprise, the responsibility of the employer to set up the necessary arrangements for reporting and the workers' duties to report were stressed. Equally stressed was the need to preserve the workers' rights with respect to the confidentiality of their medical and personal data in the employers' possession as prescribed by the Occupational Health Services Recommendation, 1985 (No. 171).

22. The experts recognized that it was difficult to devise a form common to all occupational accidents and diseases. However, it was felt that standardization of forms could apply in the case where the categories of occupational accidents and diseases were similar. National laws or regulations should also specify the content and format of records at the level of the enterprise as well as the period of time during which reporting should be made, and the duration for which records should be retained in a retrievable form. The acceptability of the workers' compensation insurance reports and accident reports as records which could be useful for notification was acknowledged.

23. The experts agreed to include in the code two levels for data collection for the notification of occupational accidents. The first level was designed to collect the minimum information required and was considered useful for countries with less developed systems of recording and notification, while the second contained additional information. In both levels, the information on the number of workers as an indication of the size of the establishment was regarded essential, since this was helpful in drawing

trends on occupational safety and health issues which were peculiar to small and medium-sized establishments.

24. There was a general consensus to delete the section on the investigation for preventive action in Chapter 6 since the questions were seen to be incriminating and as such would discourage the respondents from providing information. This would consequently lead to under-reporting. For the same reason, questions which were incriminating in nature were deleted from other sections.

25. The experts noted that it was the responsibility of the person in control of an establishment where a self-employed person was contracted to work to make arrangements at the enterprise level for the reporting, recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents. It was also noted that the self-employed person should be responsible for making suitable arrangements for notification at his or her own enterprise.

26. In discussing the compilation and publication of statistics, the experts agreed to define the period covered by the statistics as one calendar year in order to promote harmonization among different countries. Whilst they recognized that the reference to the frequency, incidence and severity rates in the draft code could give a measure of the time lost due to occupational accidents and diseases, the experts agreed not to require information on their direct and indirect costs since the document did not provide for the mechanism needed to compile the necessary data.

27. The Meeting decided to insert the terms “commuting accidents” and “incidents” in the title dealing with investigation in order to reflect the scope of the chapter on this subject. In discussing the arrangements for investigations to be carried out by labour inspectorates or by other authorized agencies, the experts also agreed that representatives of the employers and the workers should have the opportunity to accompany the investigators provided that, in the opinion of the investigator, such arrangement was not prejudicial to the investigation. Similarly, it was agreed that, where the investigation was entrusted to bodies other than labour inspectorates or authorized agencies, arrangements should allow for the participation of the representatives of the affected employers and the representatives of the affected workers in the investigation.

28. There was a general consensus that in carrying out their investigations, employers should report on the necessary measures identified to prevent the recurrence of occupational accidents and diseases. The Meeting also asserted that the workers’ representatives should have the right, the facilities and necessary time, without loss of pay, to participate in such investigations.

1. General provisions

1.1. Objectives

1.1.1. The objectives of this code are:

(a) to increase the scope and effectiveness of the investigation of causes of occupational accidents and diseases, and the identification and implementation of preventive measures;

(b) to establish general principles and to reinforce and channel various national activities into nationally consistent systems of collecting reliable information on occupational accidents and diseases with a view to promoting international comparability;

(c) to provide guidance in setting up legal, administrative and practical frameworks for the recording and notification of occupational accidents and diseases;

(d) to promote the introduction, monitoring and validation of uniform procedures and methods for recording of occupational accidents and diseases, and for their notification to the competent authority;

(e) to improve the comprehensiveness, comparability and analysis of statistics on occupational accidents and diseases;

(f) to promote the progressive development of procedures and methods of recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents;

(g) to promote awareness among health care providers of the potential effects of their work upon the health of their patients with a view to assisting competent authorities in the compilation of more comprehensive information on occupational injuries and diseases.

1.1.2. In addition, recommendations are made concerning equivalent requirements for the recording and notification of commuting accidents, dangerous occurrences and incidents.

1.2. Scope

1.2.1. The provisions of this code apply to all branches of economic activity, all enterprises and all workers regardless of their status of employment.

1.2.2. The provisions of this code should be considered as the basic recommendations for the recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents. More stringent national or international regulations have priority over these recommendations.

Recording and notification

1.2.3. In this code, notification to the competent authorities covers all fatal occupational accidents, occupational accidents causing loss of working time and all occupational diseases included in a national list or covered by the prescribed definition of such diseases.

1.2.4. In this code, recording at enterprise level also includes occupational accidents and diseases not covered by the notification requirements stipulated in paragraph 1.2.3 above, in particular commuting accidents and incidents not causing loss of working time.

1.3. Definitions

1.3.1. In this code, the following terms have the meanings hereby assigned to them:

Commuting accident: An accident occurring on the direct way between the place of work and

(a) the worker's principal or secondary residence;

(b) the place where the worker usually takes his/her meals; or

(c) the place where the worker usually receives his/her remuneration,

which results in death or personal injury involving loss of working time. Traffic accidents in which workers are involved during working hours and which occur in the course of paid work are considered as occupational accidents.

Competent authority: A minister, government department or other public authority with the power to issue regulations, orders or other instructions having the force of law. Under national laws or regulations, the competent authorities may be appointed with responsibilities for specific activities, such as for implementation of national policy and procedures for reporting, recording and notification, workers' compensation, and the elaboration of statistics.

Competent person: A person with suitable training and sufficient knowledge, experience and skill for the performance of the specific work, in good safety conditions. The competent authority may define appropriate criteria for the designation of such persons and may determine the duties to be assigned to them.

Dangerous occurrence: Readily identifiable event as defined under national laws and regulations, with potential to cause an injury or disease to persons at work or the public.

Employer: Any physical or legal person who employs one or more workers.

Enterprise:[1] An institutional unit or the smallest combination of institutional units that encloses and directly or indirectly controls all necessary functions to carry out its own production activities.

[1] For full details see United Nations: International Standard Industrial Classification of All Economic Activities, Statistical Papers, Series M, No. 4, Rev. 3 (New York, 1990). See Annex C of this code.

Establishment:[1] An enterprise or part of an enterprise which independently engages in one, or predominantly one, kind of economic activity at or from one location or within one geographic area, for which data are available, or can be meaningfully compiled, that allow the calculation of the operating surplus.

Fatal occupational injury: Occupational injury leading to death.

Incapacity for work: Inability to perform normal duties of work.

Incident: An unsafe occurrence arising out of or in the course of work where no personal injury is caused, or where personal injury requires only first-aid treatment.

Injury to health: See *Occupational injury.*

Loss of working time: Lost days counted from and including the day following the day of the accident, measured in calendar days, weekdays, work shifts or working days. Calendar days are preferable as a measure of accident severity, while working days are preferable as a measure of economic impact. Where working days or weekdays are used, an estimate in terms of calendar days should be provided wherever possible.

Lost time: See *Loss of working time.*

Non-fatal occupational injury: Occupational injury not leading to death.

Notification: Procedure specified in national laws and regulations which establishes the ways in which:

(a) the employer or self-employed person submits information concerning occupational accidents, commuting accidents, dangerous occurrences or incidents; or

(b) the employer, the self-employed person, the insurance institution or others directly concerned submit information concerning occupational diseases; as appropriate and as prescribed by the competent authority.

Occupational accident: An occurrence arising out of or in the course of work which results in:

(a) fatal occupational injury;

(b) non-fatal occupational injury.

Occupational disease: A disease contracted as a result of an exposure to risk factors arising from work activity.

Occupational injury: Death, any personal injury or disease resulting from an occupational accident.

Recording: Procedure specified in national laws and regulations which establish the means by which the employer or self-employed person ensures that information be maintained on:

(a) occupational accidents and diseases;

(b) commuting accidents; and

(c) dangerous occurrences and incidents.

[1] ibid.

Reporting: Procedure specified by the employer in accordance with national laws and regulations, and in accordance with the practice at the enterprise, for the submission by workers to their immediate supervisor, the competent person, or any other specified person or body, of information on:

(a) any occupational accident or injury to health which arises in the course of or in connection with work;

(b) suspected cases of occupational diseases;

(c) commuting accidents; and

(d) dangerous occurrences and incidents.

Self-employed person: As may be defined by the competent authority with reference to the most recent version of the International Classification of Status in Employment (ICSE).[1]

Worker: Any person who performs work, either regularly or temporarily, for an employer.

Workers' representative: Any person who is recognized as such by national law or practice, in accordance with the Workers' Representatives Convention, 1971 (No. 135).

[1] See Annex E of this code.

2. Policy on recording, notification and investigation of occupational accidents, occupational diseases and dangerous occurrences, and related statistics

2.1. Policy and principles at national level

2.1.1. Each government should nominate a competent authority or authorities, as appropriate, which should, in the light of national conditions and practice and in consultation with the most representative organizations of employers and workers, formulate, implement and periodically review a coherent national policy (hereafter referred to as "the policy") and principles on:

(a) the recording, notification and investigation of occupational accidents and diseases;

(b) the recording, notification and investigation of commuting accidents, dangerous occurrences and incidents; and

(c) the compilation, analysis and publication of statistics on such accidents, diseases and occurrences.

2.1.2. The national policy should:

(a) aim at preventing accidents and injury to health arising out of, linked with or occurring in the course of work, by identifying and minimizing the causes of occupational accidents, occupational diseases, dangerous occurrences and incidents in the working environment;

(b) initiate appropriate national activities;

(c) reinforce various national activities and channel them into a consistent system of collecting reliable information on occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents;

(d) establish general principles and uniform procedures concerning the reporting, recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents, and implement them in all branches of economic activity and in all enterprises;

(e) facilitate the production of annual statistics on occupational accidents and diseases, as well as on commuting accidents, dangerous occurrences and incidents, as appropriate;

(f) facilitate comparative analysis.

2.1.3. With a view to ensuring the coherence of the policy and of measures for its implementation, the competent authority should:

(a) establish the respective functions and responsibilities of the public authorities involved, employers and workers and their organizations and others, taking

account of the complementary character of such duties and responsibilities and of national conditions and practice;

(b) make arrangements appropriate to national conditions and practice to ensure the necessary coordination between the various authorities and bodies called upon to give effect to the policy.

2.1.4. The competent authority should establish and implement progressively a national system for the recording, notification and investigation of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents for all branches of economic activity and all enterprises, and for all workers, regardless of their status in employment.

2.1.5. The provisions made should be adequate and appropriate to the specific type of enterprise and workers' status in employment.

2.1.6. If such a national system cannot be immediately implemented for all enterprises and all types of workers' status in employment, the competent authority should draw up plans for its progressive extension, in consultation with the most representative employers' and workers' organizations.

2.1.7. Whenever circumstances so require and national conditions and practice permit, the coordination and implementation of the policy should be promoted by a body composed of the most representative workers' and employers' organizations and other organizations and authorities involved, as specified by national laws and regulations or by the competent authority.

2.1.8. The competent authority should secure the enforcement of national laws or regulations concerning the policy through an adequate and appropriate system of inspection.

2.1.9. The system of enforcement should provide for adequate penalties for violations of national laws and regulations concerning the policy.

2.1.10. The situation regarding the policy and its implementation should be reviewed at appropriate intervals by the competent authority, either overall or in respect of particular areas, with a view to identifying major problems, evolving effective methods for dealing with them, setting priorities for action, and evaluating results.

2.1.11. The competent authority should ensure that guidance is provided to employers and workers to help them comply with their legal obligations under the policy.

2.1.12. In appropriate cases, the competent authority should prescribe general procedures for cooperation between employers whenever two or more enterprises engage in activities simultaneously at one workplace.

2.2. Policy and principles at enterprise level

2.2.1. For the implementation of the national policy and the principles established by the competent authority, the employer, following consultations with the workers or their representatives, should make adequate arrangements at enterprise level under which:

(a) workers, in the course of their work, cooperate with the employer in the fulfilment of the obligations placed upon them;

(b) workers and their representatives and the employer cooperate in the implementation of the established principles;

(c) workers and their representatives in the enterprise are provided with adequate information on measures taken by the employer to implement the policy and established principles, and may consult their representative organizations about such information;

(d) workers and their representatives in the enterprise are given appropriate training in the implementation of the established principles.

2.2.2. Measures for the implementation of the policy should not involve any expenditure for workers.

2.2.3. Whenever two or more employers undertake activities simultaneously at one workplace, they should cooperate in making effective arrangements for implementation of the policy. The competent authority should prescribe the general procedures of this cooperation when necessary.

3. Legal, institutional and administrative arrangements for setting up reporting, recording and notification systems

3.1. General

3.1.1. By national laws or regulations or any other method consistent with national conditions and practice, the competent authority, following consultations with the most representative organizations of employers and workers, should determine concepts and terminology concerning the recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents; these should be consistent with this code, and with international agreements and recommendations, and should promote the harmonization of methodologies and the comparability of statistics.

3.1.2. The competent authority should, in particular:

(a) specify which categories or types of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents are subject to requirements for reporting, recording and notification;

(b) establish and apply uniform requirements and procedures for employers and workers at the level of the enterprise, physicians, health services and other bodies, as appropriate, regarding reporting and recording of occupational accidents, cases and suspected cases of occupational diseases, commuting accidents, dangerous occurrences and incidents;

(c) establish and apply uniform requirements and procedures for the notification of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences to the competent authority, insurance institutions, labour inspectorates, health services and other authorities and bodies directly concerned, as appropriate;

(d) make appropriate arrangements for the necessary coordination and cooperation between the various authorities and bodies;

(e) make appropriate arrangements for guidance to be provided to employers and workers to help them comply with the legal obligations.

3.1.3. These requirements and procedures should be applied to all workers in all branches of economic activity, regardless of their status in employment, and throughout the country as a whole.

3.1.4. By national laws or regulations or any other method consistent with national conditions and practice, the competent authority should:

(a) prescribe a list of diseases, comprising at least the diseases enumerated in the most recent version of Schedule I to the Employment Injury Benefits Convention, 1964 (No. 121) (the current version as amended in 1980 is given in Annex A of this code), which should be regarded as occupational diseases under prescribed conditions; or

(b) include in its legislation a general definition of occupational diseases broad enough to cover at least the diseases enumerated in Schedule I to the above-mentioned Convention; or

(c) prescribe a list of diseases in conformity with subparagraph (a) above complemented by a general definition of occupational diseases and make other provisions, such as a system of classification, for establishing the occupational origin of diseases not so listed or which manifest themselves under conditions different from those prescribed.

3.1.5. The competent authority should periodically review the prescribed list of occupational diseases and extend it progressively. It may wish to consider the contents of Annex B of this code as an example of proposed occupational diseases for inclusion in such a list.

3.1.6. The competent authority should ensure, by appropriate means and measures, that the prescribed list of occupational diseases is known and available to physicians, health services, insurance institutions, employers and workers, and their representative organizations.

3.1.7. The competent authority should, through national laws and regulations, seek the coordination of arrangements prescribed under the Employment Injury Benefits Convention, 1964 (No. 121), and arrangements for the recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents.

3.1.8. In accordance with national laws or regulations, the employer should ensure that arrangements are made within the enterprise which are capable of satisfying the requirements to record and notify information in connection with:

(a) the system for benefits in case of occupational injury and occupational disease; and

(b) the system for the recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents.

3.1.9. Workers and their representatives in the enterprise should be given appropriate information by the employer about the arrangements for recording and notifying information required for benefits in the case of occupational injury and occupational disease and for the reporting, recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents.

3.2. Classification of information to be recorded and notified

3.2.1. The competent authority should make appropriate arrangements for the classification of information of which it is notified and should promote the classification of specified kinds of information kept as records at the enterprise level. The

classification to be used should accord with the most recent versions of adopted international classifications or with classification systems given in this code as follows:

(a) *economic activity of the employer enterprise or establishment:*
International Standard Industrial Classification of all Economic Activities – ISIC (the broad structure of the most recent version, approved in 1989, is given in Annex C of this code), or an industrial classification convertible to this international standard;

(b) *occupation:*
International Standard Classification of Occupations – ISCO (the classification of the most recent version, ISCO-88, is given in Annex D of this code), or a classification of occupations convertible to this international standard;

(c) *employment status:*
International Classification of Status in Employment – ICSE (the classification of the most recent version, as adopted in 1993, is given in Annex E of this code);

(d) *nature and bodily location of the injury, type of accident, agency related to the injury or the accident:*
Annexes F, G, H and I of this code give the most recent versions of the classifications for statistical purposes, respectively.

3.2.2. The competent authority, after consulting the most representative organizations of employers and workers, should promote the development of a classification system for physical, chemical and biological exposures in the working environment.

4. Reporting at the level of the enterprise

4.1. The employer, after consultation with the workers or their representatives in the enterprise, should set up arrangements, in accordance with national laws or regulations, to enable workers to comply with the requirements to report forthwith to their immediate supervisor, without detriment to themselves, any situation which they have reasonable justification to believe presents an imminent and serious danger to life or health.

4.2. The employer, after consultation with the workers or their representatives in the enterprise, should set up arrangements, in accordance with national laws or regulations, to enable workers to comply with the requirements to report any occupational injury, suspected case of occupational disease, commuting accident, dangerous occurrence and incident.

4.3. These arrangements should include:

(a) the provision of information by workers, workers' representatives, physicians and other appropriate persons on occupational accidents, occupational diseases, dangerous occurrences and incidents in the enterprise, and commuting accidents;

(b) the identification of a competent person, where appropriate:

  (i) to receive this information on behalf of the employer and to take appropriate action; and

  (ii) for appropriate investigation on behalf of the employer, following receipt of that information;

(c) measures to ensure the confidentiality of personal and medical data in the employer's possession, in accordance with national laws and regulations, conditions and practice.

5. Arrangements for recording

5.1. At national level

5.1.1. National laws or regulations should require that employers establish and maintain records on occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents, as determined by the competent authority.

5.1.2. To ensure that all required data and information are collected systematically, and to provide the methodology for investigating occupational accidents, occupational diseases, dangerous occurrences and incidents, national laws or regulations should prescribe which data and information are to be recorded. Where forms are used for this purpose they should be standardized.

5.1.3. The information required to be recorded at the level of the enterprise should include at least the information to be notified, as set out in Chapter 6 of this code.

5.1.4. National laws or regulations should specify which additional information must be recorded by employers, although it is not required to be notified. This should apply to:

(a) all incidents where no immediate personal injury is recognized;

(b) specified categories of dangerous occurrences;

(c) commuting accidents, if applicable.

5.1.5. National laws or regulations should specify, in particular:

(a) the content and format of such records;

(b) the period of time within which records are to be established;

(c) the period of time for which records are to be retained;

(d) that such records are to be obtained and maintained in such a way that respects the confidentiality of personal and medical data in accordance with national laws and regulations, conditions and practice, and are consistent with paragraph 6 of the Occupational Health Services Recommendation, 1985 (No. 171);

(e) that the employer should identify a competent person at the level of the enterprise to prepare and keep records; and

(f) the cooperation in recording procedures where two or more employers engage in activities simultaneously at one worksite.

5.2. At the level of the enterprise

5.2.1. The employer should set up arrangements, in accordance with national laws or regulations, to record occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents.

5.2.2. These arrangements should include:

(a) the identification of a competent person to prepare and keep records of all occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents, as required by national laws and regulations; and

(b) cooperation in recording procedures where two or more employers engage in activities simultaneously at one worksite, as required by national laws and regulations.

5.2.3. The employer should ensure that records of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents are available and readily retrievable at all reasonable times.

5.2.4. In cases in which more than one worker is injured in a single occupational accident, a record should be made for each of the injured workers.

5.2.5. Workers' compensation insurance reports and accident reports to be submitted for notification are acceptable as records if they contain all the facts required for recording or are supplemented in an appropriate manner.

5.2.6. For inspection purposes and as information for workers' representatives and health services, employers should prepare records within a period of time to be determined by the competent authority, but preferably within no more than six days after reporting has occurred.

5.2.7. Workers in the course of performing their work should cooperate with the employer in carrying out the arrangements within the enterprise for recording and notification of occupational accidents, occupational diseases and dangerous occurrences.

5.2.8. The employer should give appropriate information to workers and their representatives concerning:

(a) the arrangements for recording; and

(b) the competent person identified by the employer to receive and record information on occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents.

5.2.9. The employer should provide appropriate information to workers or their representatives on all occupational accidents, occupational diseases, dangerous

occurrences and incidents in the enterprise, as well as commuting accidents, to assist workers and employers to reduce the risk of exposure to similar events.

6. Arrangements for notification

6.1. At national level

6.1.1. The competent authority should, through national laws or regulations or by any other method consistent with national conditions and practice, establish and apply procedures for the notification of occupational accidents, occupational diseases, dangerous occurrences and commuting accidents, as appropriate.

6.1.2. Close cooperation should be ensured between the competent authority or authorities, public authorities, and representative organizations of employers and workers, as well as other bodies concerned in the formulation and application of the procedures referred to in paragraph 6.1.1. above.

6.1.3. National laws or regulations should specify that occupational accidents, occupational diseases, commuting accidents and dangerous occurrences be notified, as appropriate, to:

(a) the relevant enforcement body (e.g. labour inspectorate);

(b) the appropriate insurance institution;

(c) the statistics-producing body; or

(d) any other body.

6.1.4. National laws or regulations should specify:

(a) the respective information on occupational accidents, occupational diseases, dangerous occurrences and commuting accidents, as appropriate, to be notified to the competent authority, labour inspectorate, insurance institution or other bodies;

(b) the timing of the notification, which should preferably be made by the employer:

  (i) by the quickest possible means immediately after reporting of an occupational accident causing loss of life;

  (ii) within a prescribed time for other occupational accidents and occupational diseases;

(c) the prescribed standardized form of notification to be used for submission of notifications to the competent authority, labour inspectorate, insurance institution or other bodies;

(d) that the employer identify a competent person at the level of the enterprise for notification;

(e) the responsibilities, appropriate arrangements and procedures enabling employers to cooperate in the notification procedure where two or more enterprises engage in activities simultaneously at one workplace; and

(f) the systems for the classification of information to be used (see section 3.2 of this code).

6.1.5. National laws or regulations should specify that notification of an occupational disease by an employer is mandatory, at least whenever the employer receives a medical certificate to the effect that one of his or her workers is suffering from an occupational disease.

6.1.6. If more detailed information is needed beyond that required for notification, national laws or regulations should specify:

(a) the content and format of the returns to the competent authority containing supplementary information;

(b) the frequency and manner in which such returns are to be made by employers to the competent authority.

6.1.7. The competent authority should register notifications in such a way as to enable them to be used for compiling appropriate statistics, using classification systems as referred to in paragraph 3.2 of this code, and for making analyses.

6.2. At the level of the enterprise

6.2.1. The employer, after consultation with the workers and their representatives, should set up arrangements within the enterprise, in accordance with national laws or regulations, to notify occupational accidents, occupational diseases, dangerous occurrences and commuting accidents, as appropriate.

6.2.2. The arrangements within the enterprise should include:

(a) the identification of a competent person to prepare the appropriate notification for submission by the employer;

(b) the determination of responsibility for notification, where two or more employers engage in activities simultaneously at one worksite, as required by national law and regulations.

6.3. Notification of occupational accidents

6.3.1. General

6.3.1.1. All occupational accidents should be notified, as required by national laws or regulations, to the competent authority, the labour inspectorate, the appropriate insurance institution or any other body:

(a) immediately after reporting of an occupational accident causing loss of life;

(b) within a prescribed time for other occupational accidents.

6.3.1.2. Notification should be made within such time as may be specified, and in prescribed specific forms, such as:

(a) an accident report for the labour inspectorate;

(b) a compensation report for the insurance institution;

(c) a report for the statistics-producing body; or

(d) a single form which contains all essential data for all bodies.

6.3.2. Minimum information

6.3.2.1. With a view to meeting the requirements of labour inspectorates, insurance institutions and the statistics-producing body, the forms prescribed in either a specific or single format should include at least the following information:

(a) enterprise, establishment and employer:

(i) name and address of the employer, and his or her telephone and fax numbers (if available);

(ii) name and address of the enterprise;

(iii) name and address of the establishment (if different);

(iv) economic activity of the establishment;[1] and

(v) number of workers (size of the establishment);

(b) injured person:

(i) name, address, sex and age;

(ii) employment status;[2]

(iii) occupation;[3]

(c) injury:

(i) fatal accident;

(ii) non-fatal accident;

(iii) nature of the injury (e.g. fracture, etc.);[4]

(iv) location of the injury (e.g. leg, etc.);[5]

(d) accident and its sequence:

(i) geographical location of the place of the accident (usual workplace, another workplace within the establishment or outside the establishment);

(ii) date and time;

(iii) action leading to injury – type of accident (e.g. fall, etc.);[6]

[1] See paragraph 3.2.1(a) and Annex C.
[2] See paragraph 3.2.1(c) and Annex E.
[3] See paragraph 3.2.1(b) and Annex D.
[4] See Annex F.
[5] See Annex G.
[6] See Annex H.

(iv) agency related to the accident (e.g. ladder, etc.).[1]

6.3.2.2. For commuting accidents, the relevant necessary information to be notified should be specified.

6.3.3. More detailed information

6.3.3.1. National laws or regulations should provide for the specification of more detailed information, which should include the following:

(a) enterprise, establishment and employer:

(i) name and address of the employer, and his or her telephone and fax numbers (if available);

(ii) name and address of the enterprise;

(iii) name and address of the establishment (if different);

(iv) economic activity of the establishment;[2] and

(v) number of workers (size of the establishment);

(b) injured person:

(i) name, address, sex and date of birth;

(ii) employment status;[3]

(iii) occupation;[4]

(iv) length of service for present employer;

(c) injury:

(i) fatal accident;

(ii) non-fatal accident;

(iii) nature of the injury (e.g. fracture, etc.);[5]

(iv) location of the injury (e.g. leg, etc.);[6]

(v) incapacity for work in calendar days;

(d) accident and its sequence:

(i) geographical location of the place of the accident (usual workplace, another workplace within the establishment or outside the establishment);

(ii) date and time;

[1] See Annex I.
[2] See paragraph 3.2.1(a) and Annex C.
[3] See paragraph 3.2.1(c) and Annex E.
[4] See paragraph 3.2.1(b) and Annex D.
[5] See Annex F.
[6] See Annex G.

(iii) shift, start time of work of the injured person and hours worked in the activity in which the accident occurred;

(iv) work environment (e.g. workshop area, office, road, etc.);

(v) work process (e.g. welding, maintenance, manual transport, etc.);

(vi) activity of the injured person at time of the accident (e.g. welding, maintaining press, operating machine, driving, walking, etc.);

(vii) item or items associated with activity of the injured person (e.g. machine, tool, power press, vehicle, etc.);

(viii) action leading to injury – type of accident (e.g. fall, etc.);[1]

(ix) agency related to injury (e.g. ladder, etc.).[2]

6.3.3.2. For commuting accidents, the relevant necessary information to be notified should be specified.

6.4. Notification of occupational diseases

6.4.1. National laws or regulations should specify that notification of occupational diseases include at least the following information:

(a) enterprise, establishment and employer:

(i) name and address of the employer, and his or her telephone and fax numbers (if available);

(ii) name and address of the enterprise;

(iii) name and address of the establishment (if different);

(iv) economic activity of the establishment;[3] and

(v) number of workers (size of the establishment);

(b) person affected by the occupational disease:

(i) name, address, sex and date of birth;

(ii) employment status;[4]

(iii) occupation at the time when the disease was diagnosed; and

(iv) length of service with present employer;

(c) occupational disease:

(i) name and nature of occupational disease;

(ii) harmful agents, processes or exposure to which the occupational disease is attributable;

[1] See Annex H.
[2] See Annex I.
[3] See paragraph 3.2.1(a) and Annex C.
[4] See paragraph 3.2.1(c) and Annex E.

(iii) description of work which gave rise to the condition;

(iv) length of exposure to harmful agents and processes;

(v) date of diagnosis of the occupational disease.

6.5. Notification of dangerous occurrences

6.5.1. National laws or regulations should specify that notification of a dangerous occurrence arising in connection with work activities, and which is required to be notified to the competent authorities, include at least the following information:

(a) enterprise, establishment and employer:

(i) name and address of the employer, and his or her telephone and fax numbers (if available);

(ii) name and address of the enterprise;

(iii) name and address of the establishment (if different);

(iv) economic activity of the establishment;[1] and

(v) number of workers (size of the establishment);[2]

(b) Dangerous occurrence:

(i) date, time and location;

(ii) type of dangerous occurrence;

(iii) circumstances leading up to the dangerous occurrence.

[1] See paragraph 3.2.1(a) and Annex C.
[2] See paragraph 3.2.1(c) and Annex E.

7. Extension of recording and notification systems to self-employed persons

7.1. At national level

7.1.1. National laws or regulations on the reporting, recording and notification of occupational accidents, occupational diseases, dangerous occurrences and incidents should also apply to self-employed persons,[1] as specified by the competent authority.

7.1.2. National laws or regulations should specify that notification to the competent authorities of occupational accidents, occupational diseases and dangerous occurrences involving self-employed persons in their own enterprise should be submitted as follows:

(a) in the case of death or a non-fatal occupational accident, occupational disease or dangerous occurrence rendering the self-employed person incapable of submitting notification, the notification should be submitted by the person in control of the establishment, or as prescribed by the competent authority;

(b) in other cases, the notification should be submitted by the self-employed persons themselves.

7.1.3. National laws or regulations should specify that notification to the competent authority of occupational accidents of self-employed persons in other than their own enterprises should be:

(a) recorded and notified by the employer of the enterprise in which the self-employed person was required to work;

(b) notified by the self-employed person to his or her insurance institution, with a record as requested in paragraph 7.1.3(a) above.

7.2. At the level of the enterprise

7.2.1. The person in control of the establishment where the self-employed person is contracted to work should make arrangements for the reporting, recording and notification of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents which can be applied to self-employed persons.

7.3. The self-employed person

7.3.1. The self-employed person should cooperate with the person in control of the establishment where he or she is contracted to work, to enable notification of

[1] As may be defined by the most recent version of the International Classification of Status in Employment (ICSE) – see Annex E.

occupational accidents, occupational diseases, commuting accidents and dangerous occurrences.

7.3.2. The self-employed person should, in accordance with national laws or regulations, submit notification to the competent authorities of non-fatal occupational accidents, occupational diseases, commuting accidents and dangerous occurrences. If he or she is not in a position to do so, the self-employed person should make suitable alternative arrangements.

8. Statistics of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences: Compilation and publication

8.1. At national level

8.1.1. The competent authority should arrange for the compilation and publication, at least once a year, of statistics of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences, on the basis of the information notified to it.

8.1.2. Where practicable, the statistics should be compiled by the competent authority from notifications of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences without recourse to additional returns.

8.1.3. The unit to be recorded should be:

(a) the person killed or injured as a result of an occupational accident or commuting accident;

(b) the person affected as a result of an occupational disease; or

(c) the dangerous occurrence.

8.1.4. Where one person has suffered more than one separate occupational accident or disease during the period covered by the statistics, he or she should be counted separately with respect to each accident or disease.

8.1.5. The period covered by the statistics should be clearly defined, and ideally should not exceed one calendar year.

8.1.6. Information on occupational accidents and occupational diseases relating to self-employed persons, as well as commuting accidents, should be included in the statistics; however, such information should be shown separately so that appropriate comparisons may be made with countries which do not include such information in their national statistics.

8.1.7. In presenting statistics on occupational accidents, occupational diseases, commuting accidents and dangerous occurrences, the competent authority should ensure that information is provided on:

(a) the nature of the sources of the statistics; e.g. direct reporting by employers or by various bodies, such as insurance institutions or labour inspectorates;

(b) the scope of the statistics, particularly in respect of categories of persons, branches of economic activity, occupations, size of the enterprise, constituent states of a country or regions;

(c) the definitions used;

(d) the methods used for recording and notifying occupational accidents, occupational diseases, commuting accidents and dangerous occurrences, and for compiling the statistics;

(e) the quality of the statistics;

(f) the prior statistics, where available.

8.1.8. In designing or revising the concepts, definitions and methodology used in the collection, compilation and publication of such statistics, the competent authority should take into account the latest standards and guidelines established under the auspices of the ILO or other relevant international organizations.

8.1.9. In designing or revising the concepts, definitions and methodology used in the compilation and publication of such statistics, the competent authority should consult the most representative organizations of employers and workers.

8.1.10. When publishing statistical data on occupational accidents, occupational diseases and dangerous occurrences, the competent authority should arrange for the frequency rate, incidence rate and severity rate, where appropriate, to be computed for major divisions of economic activity (see classification in paragraph 3.2.1(a) of this code), occupation (see classification in paragraph 3.2.1(b) of this code), age group, sex and other groups to be specified.

8.2. Recording and notification of more detailed information in a progressive manner

8.2.1. National laws or regulations should provide for the specification of progressively more detailed information to be included in records and the notification of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences.

8.2.2. Before specifying requirements for more detailed information, the competent authority should consult the most representative organizations of employers and workers.

8.2.3. The competent authority should allow a reasonable time, as specified by national laws or regulations, for employers to be able to provide the more detailed information required for records and notifications of occupational accidents, occupational diseases and dangerous occurrences.

9. Statistics of occupational accidents, occupational diseases and dangerous occurrences: Classifications[1]

9.1. General

9.1.1. The statistics of occupational accidents, occupational diseases and dangerous occurrences should be classified at least according to branch of economic activity and, as far as possible, according to:

(a) significant characteristics of workers, such as status in employment, sex, age or age group; and

(b) significant characteristics of the enterprise.

9.2. Occupational accidents

9.2.1. Occupational accidents should initially be classified as follows:

(a) total number of victims, divided into:

  (i) accidents resulting in death;

  (ii) non-fatal injuries resulting in incapacity for work of at least three consecutive days, excluding the day of the accident;

(b) total days lost, including the first three days, for non-fatal injuries.

9.2.2. As more detailed information becomes progressively more readily available, the competent authority should as soon as practicable classify accidents as follows:

(a) total number of victims of:

  (i) accidents resulting in death, divided into deaths which occurred within 30 days of the accident, and those which occurred between 31 and 365 days of the accident;

  (ii) non-fatal accidents, divided into the following categories: no lost time or absence from work (as specified under the national definition); or lost time (excluding the day of the accident) of up to three days and more than three days;

(b) total days lost for non-fatal injuries, divided into the following categories: lost time of up to three days and more than three days.

9.2.3. Where possible, statistics of occupational accidents produced by the competent authority should indicate:

[1] Based on the resolution concerning statistics of occupational injuries. Thirteenth International Conference of Labour Statisticians, Geneva, 18-29 October 1982.

(a) the total for each item under paragraphs 9.2.2(a) and 9.2.2(b) above; and

(b) its respective breakdown.

9.2.4. The competent authority should make clear whether lost time shown in statistics of occupational accidents is measured in calendar days, weekdays, working days or work shifts.

9.2.5. The period covered by the statistics of occupational accidents should not exceed a calendar year.

9.2.6. Statistics on commuting accidents and for self-employed persons should be shown separately.

9.3. Occupational diseases

9.3.1. Statistics of occupational diseases published by the competent authority should give the total number of cases reported for each of the diseases included in the list of occupational diseases prescribed by the competent authorities.

9.3.2. The period covered by the statistics of occupational diseases should not exceed a calendar year.

9.3.3. Statistics on occupational diseases for self-employed persons should be shown separately.

9.4. Dangerous occurrences

9.4.1. The competent authority should publish statistics of the numbers and types of dangerous occurrence that have been notified.

10. Investigation of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents

10.1. At national level

10.1.1. In furtherance of national policies on occupational safety, occupational health and the working environment, and of national policy on the prevention of occupational accidents and diseases, the competent authority should arrange for the investigation of a sufficient number and variety of types of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences in order to be able to:

(a) verify the effectiveness of those policies;

(b) determine whether changes are necessary to those policies, or to national laws or regulations; and

(c) verify the effectiveness, at both national and enterprise levels, of the arrangements for recording and notification of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences.

10.1.2. National laws or regulations concerning occupational safety and health, and the working environment, should specify that the competent authority must establish adequate arrangements and appropriate systems of investigation of occupational accidents, occupational diseases, commuting accidents and dangerous occurrences.

10.1.3. The competent authority should arrange for investigations to be carried out by labour inspectorates or by other authorized agencies. Representatives of the employers, and of the workers of the enterprise, should have the opportunity to accompany the investigators, unless the latter consider, in the light of the general instructions of the competent authority, that this may be prejudicial to the performance of their duties.

10.1.4. Where the investigation is not entrusted to an institution authorized by the competent authority or to a government department responsible to the legislature, national laws or regulations should specify arrangements for the participation of the most representative organizations of employers and workers, and of public authorities, in the planning of the investigation, and for the participation in the investigations of the representatives of the employers and of the workers affected, as specified in paragraph 10.1.3 above.

10.1.5. The competent authority should hold inquiries, and publish reports on those inquiries, into cases of occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents which appear to reflect serious situations in terms of actual or potential risk to workers or the public.

10.1.6. The competent authority should require employers to carry out investigations of specific occupational accidents, occupational diseases, commuting accidents, dangerous occurrences and incidents, and to report on the action taken to prevent a recurrence.

10.1.7. The competent authority should require employers to assist them in carrying out investigations and holding inquiries.

10.2. At the level of the enterprise

10.2.1. The employer should investigate all reported occupational accidents, occupational diseases, dangerous occurrences and incidents.

10.2.2. The employer should ensure that a competent person, as specified by the competent authority, is identified within the enterprise to carry out thorough investigations of occupational accidents, occupational diseases and dangerous occurrences.

10.2.3. Where the employer lacks the necessary expertise within the enterprise to carry out a thorough investigation, he or she should call upon the assistance of a person with appropriate expertise, if necessary from outside the enterprise.

10.2.4. The employer should arrange for the site of an occupational accident or a dangerous occurrence to be left undisturbed before the start of the investigation, apart from the requirements for first aid or to prevent further risk to persons.

10.2.5. Where for reasons of first aid, or to prevent further risk to persons, it is necessary to disturb the site before the start of the investigation, the employer should arrange for a competent person to make a record of the site, including where necessary photographs, drawings and the identities of eyewitnesses prior to any intervention.

10.2.6. The employer should ensure that the investigations of occupational accidents, occupational diseases and dangerous occurrences should, as far as possible:

(a) establish what happened;

(b) determine the causes of what happened; and

(c) identify measures necessary to prevent a recurrence.

10.2.7. The employer should ensure that arrangements are in place at the enterprise for an immediate investigation of reported occupational accidents, occupational diseases, dangerous occurrences and incidents.

10.2.8. The employer should ensure that the report required under paragraph 10.1.6 of this code is sent to the competent authority by the quickest practicable means.

10.2.9. The employer should make the results of investigations available to workers and their representatives with a view to preventing similar occurrences and so that they may assist the employer in the more effective implementation of his or her policy on occupational safety and health.

10.3. Workers and the investigation of occupational accidents, occupational diseases, dangerous occurrences and incidents

10.3.1. Whenever an employer investigates under this code an occupational accident, an occupational disease, a commuting accident or a dangerous occurrence, workers' representatives should have the right, the facilities and the necessary time, without loss of pay, to participate in such investigations.

10.3.2. Workers in the course of their work should assist the employer and persons acting on his or her behalf in the investigation of occupational accidents, occupational diseases, dangerous occurrences and incidents.

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Relevant international labour Conventions and Recommendations

Conventions

No.	*Title*
81	Labour Inspection, 1947
121	Employment Injury Benefits, 1964 (with Schedule I, List of occupational diseases – amended 1980)
129	Labour Inspection (Agriculture), 1969
134	Prevention of Accidents (Seafarers), 1970
135	Workers' Representatives, 1971
155	Occupational Safety and Health, 1981
160	Labour Statistics, 1985
161	Occupational Health Services, 1985

Recommendations

No.	*Title*
81	Labour Inspection, 1947
121	Employment Injury Benefits, 1964
133	Labour Inspection (Agriculture), 1969
142	Prevention of Accidents (Seafarers), 1970
143	Workers' Representatives, 1971
164	Occupational Safety and Health, 1981
170	Labour Statistics, 1985
171	Occupational Health Services, 1985

Annexes

Annex A: Schedule I: List of occupational diseases (amended 1980)[1]

Occupational diseases		Work involving exposure to risk[2]
1.	Pneumoconioses caused by sclerogenic mineral dust (silicosis, anthraco-silicosis, asbestosis) and silico-tuberculosis, provided that silicosis is an essential factor in causing the resultant incapacity or death	All work involving exposure to the risk concerned
2.	Bronchopulmonary diseases caused by hard-metal dust	"
3.	Bronchopulmonary diseases caused by cotton dust (byssinosis) or flax, hemp or sisal dust	"
4.	Occupational asthma caused by sensitizing agents or irritants both recognized in this regard and inherent in the work process	"
5.	Extrinsic allergic alveolitis and its sequelae caused by the inhalation of organic dusts, as prescribed by national legislation	"
6.	Diseases caused by beryllium or its toxic compounds	"
7.	Diseases caused by cadmium or its toxic compounds	"
8.	Diseases caused by phosphorus or its toxic compounds	"
9.	Diseases caused by chromium or its toxic compounds	"
10.	Diseases caused by manganese or its toxic compounds	"
11.	Diseases caused by arsenic or its toxic compounds	"
12.	Diseases caused by mercury or its toxic cornpounds	"

[1] Schedule I to the Employment Injury Benefits Convention, 1964 (No. 121).

[2] In the application of this Schedule the degree and type of exposure should be taken into account when appropriate.

Occupational diseases		Work involving exposure to risk[2]
13.	Diseases caused by lead or its toxic compounds	All work involving exposure to the risk concerned
14.	Diseases caused by fluorine or its toxic cornpounds	"
15.	Diseases caused by carbon disulphide	"
16.	Diseases caused by the toxic halogen derivatives of aliphatic or aromatic hydrocarbons	"
17.	Diseases caused by benzene or its toxic homologues	"
18.	Diseases caused by toxic nitro- and amino-derivatives of benzene or its homologues	"
19.	Diseases caused by nitroglycerin or other nitric acid esters	"
20.	Diseases caused by alcohols, glycols or ketones	"
21.	Diseases caused by asphyxiants: carbon monoxide, hydrogen cyanide or its toxic derivatives, hydrogen sulphide	"
22.	Hearing impairment caused by noise	"
23.	Diseases caused by vibration (disorders of muscles, tendons, bones, joints, peripheral blood vessels or peripheral nerves)	"
24.	Diseases caused by work in compressed air	"
25.	Diseases caused by ionizing radiations	All work involving exposure to the action of ionizing radiations
26.	Skin diseases caused by physical, chemical or biological agents not included under other items	All work involving exposure to the risk concerned
27.	Primary epitheliomatous cancer of the skin caused by tar, pitch, bitumen, mineral oil, anthracene, or the compounds, products or residues of these substances	"

Occupational diseases	Work involving exposure to risk[2]
28. Lung cancer or mesotheliomas caused by asbestos	All work involving exposure to the risk concerned
29. Infectious or parasitic diseases contracted in an occupation where there is a particular risk of contamination	(a) Health or laboratory work (b) Veterinary work (c) Work handling animals, animal carcasses, parts of such carcasses, or merchandise which may have been contaminated by animals, animal carcasses, or parts of such carcasses (d) Other work carrying a particular risk of contamination

Annex B: Proposed list of occupational diseases[1]

1. Diseases caused by agents

1.1. Diseases caused by chemical agents

1.1.1. Diseases caused by beryllium or its toxic compounds

1.1.2. Diseases caused by cadmium or its toxic compounds

1.1.3. Diseases caused by phosphorus or its toxic compounds

1.1.4. Diseases caused by chromium or its toxic compounds

1.1.5. Diseases caused by manganese or its toxic compounds

1.1.6. Diseases caused by arsenic or its toxic compounds

1.1.7. Diseases caused by mercury or its toxic compounds

1.1.8. Diseases caused by lead or its toxic compounds

1.1.9. Diseases caused by fluorine or its toxic compounds

1.1.10. Diseases caused by carbon disulphide

1.1.11. Diseases caused by the toxic halogen derivatives of aliphatic or aromatic hydrocarbons

1.1.12. Diseases caused by benzene or its toxic homologues

1.1.13. Diseases caused by toxic nitro- and amino-derivatives of benzene or its homologues

1.1.14. Diseases caused by nitroglycerine or other nitric acid esters

1.1.15. Diseases caused by alcohols, glycols or ketones

1.1.16. Diseases caused by asphyxiants: carbon monoxide, hydrogen cyanide or its toxic derivatives, hydrogen sulphide

1.1.17. Diseases caused by acrylonitrile

1.1.18. Diseases caused by oxides of nitrogen

1.1.19. Diseases caused by vanadium or its toxic compounds

1.1.20. Diseases caused by antimony or its toxic compounds

1.1.21. Diseases caused by hexane

1.1.22. Diseases of teeth due to mineral acids

1.1.23. Diseases due to pharmaceutical agents

[1] List of occupational diseases proposed by the Informal Consultation on the Revision of the List of Occupational Diseases, appended to the Employment Injury Benefits Convention, 1964 (No. 121), Geneva, 9-12 December 1991.

1.1.24. Diseases due to thallium or its compounds

1.1.25. Diseases due to oxmium or its compounds

1.1.26. Diseases due to selenium or its compounds

1.1.27. Diseases due to copper or its compounds

1.1.28. Diseases due to tin or its compounds

1.1.29. Diseases due to zinc or its compounds

1.1.30. Diseases due to ozone, phosgene

1.1.31. Diseases due to irritants: benzoquinone and other corneal irritants

1.1.32. Diseases caused by any other chemical agents not mentioned in the preceding items 1.1.1 to 1.1.31, where a link between the exposure of a worker to these chemical agents and the diseases suffered is established

1.2. Diseases caused by physical agents

1.2.1. Hearing impairment caused by noise

1.2.2. Diseases caused by vibration (disorders of muscles, tendons, bones, joints, peripheral blood vessels or peripheral nerves)

1.2.3. Diseases caused by work in compressed air

1.2.4. Diseases caused by ionizing radiations

1.2.5. Diseases caused by heat radiation

1.2.6. Diseases caused by ultraviolet radiation

1.2.7. Diseases due to extreme temperature (e.g. sunstroke, frostbite)

1.2.8. Diseases caused by any other physical agents not mentioned in the preceding items 1.2.1 to 1.2.7, where a direct link between the exposure of a worker to these physical agents and the diseases suffered is established

1.3. Biological agents

1.3.1. Infectious or parasitic diseases contracted in an occupation where there is a particular risk of contamination

2. Diseases by target organ systems

2.1. Occupational respiratory diseases

2.1.1. Pneumoconioses caused by sclerogenic mineral dust (silicosis, anthraco-silicosis, asbestosis) and silicotuberculosis, provided that silicosis is an essential factor in causing the resultant incapacity or death

2.1.2. Bronchopulmonary diseases caused by hard metal dust

2.1.3. Bronchopulmonary diseases caused by cotton, flax, hemp or sisal dust (byssinosis)

2.1.4. Occupational asthma caused by recognized sensitizing agents or irritants inherent to the work process

2.1.5. Extrinsic allergic alveolitis caused by the inhalation of organic dusts as prescribed by national legislation

2.1.6. Siderosis

2.1.7. Chronic obstructive pulmonary diseases

2.1.8. Diseases of lung, due to aluminium

2.1.9. Upper airways disorders caused by recognized sensitizing agents or irritants inherent to the work process

2.1.10. Any other respiratory disease not mentioned in the preceding items 2.1.1 to 2.1.9, caused by an agent where a direct link between the exposure of a worker to this agent and the disease suffered is established

2.2. Occupational skin diseases

2.2.1. Skin diseases caused by physical, chemical or biological agents not included under other items

2.2.2. Occupational vitiligo

2.3. Occupational musculo-skeletal disorders

2.3.1. Musculo-skeletal diseases caused by specific work activities or work environment where particular risk factors are present

Examples of such activities or environment include:

(a) rapid or repetitive motion

(b) forceful exertion

(c) excessive mechanical force concentration

(d) awkward or non-neutral postures

(e) vibration

Local or environmental cold may potentiate risk

3. Occupational cancer

3.1. Cancer caused by the following agents

3.1.1. Asbestos

3.1.2. Benzidine and salts

3.1.3. Bis chloromethyl ether (BCME)

3.1.4. Chromium and chromium compounds

3.1.5. Coal tars and coal tar pitches; soot

3.1.6. Betanaphthylamine

3.1.7. Vinyl chloride

3.1.8. Benzene or its toxic homologues

3.1.9. Toxic nitro- and amino-derivatives of benzene or its homologues

3.1.10. Ionizing radiations

3.1.11. Tar, pitch, bitumen, mineral oil, anthracene, or the compounds, products or residues of these substances

3.1.12. Coke oven emissions

3.1.13. Compounds of nickel

3.1.14. Dust from wood

3.1.15. Cancer caused by any other agents not mentioned in the preceding items 3.1.1 to 3.1.14, where a direct link between the exposure of a worker to this agent and the cancer suffered is established

4. Others

4.1. Miners' nystagmus

Annex C: International Standard Industrial Classification of all Economic Activities (third revision)[1]

Tabulation category A: Agriculture, hunting and forestry

01 Agriculture, hunting and related service activities

02 Forestry, logging and related service activities

Tabulation category B: Fishing

05 Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing

Tabulation category C: Mining and quarrying

10 Mining of coal and lignite; extraction of peat

11 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying

12 Mining of uranium and thorium ores

13 Mining of metal ores

14 Other mining and quarrying

Tabulation category D: Manufacturing

15 Manufacture of food products and beverages

16 Manufacture of tobacco products

17 Manufacture of textiles

18 Manufacture of wearing apparel; dressing and dyeing of fur

19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear

20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

21 Manufacture of paper and paper products

22 Publishing, printing and reproduction of recorded media

23 Manufacture of coke, refined petroleum products and nuclear fuel

[1] For full details see United Nations, Statistical Papers, Series M, No. 4, Rev. 3 (New York, 1990).

24 Manufacture of chemicals and chemical products

25 Manufacture of rubber and plastic products

26 Manufacture of other non-metallic mineral products

27 Manufacture of basic metals

28 Manufacture of fabricated metal products, except machinery and equipment

29 Manufacture of machinery and equipment NEC[1]

30 Manufacture of office, accounting and computing machinery

31 Manufacture of electrical machinery and apparatus NEC[1]

32 Manufacture of radio, television and communication equipment and apparatus

33 Manufacture of medical, precision and optical instruments, watches and clocks

34 Manufacture of motor vehicles, trailers and semi-trailers

35 Manufacture of other transport equipment

36 Manufacture of furniture; manufacturing NEC[1]

37 Recycling

Tabulation category E: Electricity, gas and water supply

40 Electricity, gas, steam and hot-water supply

41 Collection, purification and distribution of water

Tabulation category F: Construction

45 Construction

Tabulation category G: Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods

50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel

51 Wholesale trade and commission trade, except of motor vehicles and motorcycles

52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

[1] Not elsewhere classified.

Tabulation category H: Hotels and restaurants

55 Hotels and restaurants

Tabulation category I: Transport, storage and communications

60 Land transport; transport via pipelines

61 Water transport

62 Air transport

63 Supporting and auxiliary transport activities; activities of travel agencies

64 Post and telecommunications

Tabulation category J: Financial intermediation

65 Financial intermediation, except insurance and pension funding

66 Insurance and pension funding, except compulsory social security

67 Activities auxiliary to financial intermediation

Tabulation category K: Real estate, renting and business activities

70 Real estate activities

71 Renting of machinery and equipment without operator and of personal and household goods

72 Computer and related activities

73 Research and development

74 Other business activities

Tabulation category L: Public administration and defence; compulsory social security

75 Public administration and defence; compulsory social security

Tabulation category M: Education

80 Education

Tabulation category N: Health and social work

85 Health and social work

Tabulation category 0: Other community, social and personal service activities

90 Sewage and refuse disposal, sanitation and similar activities

91 Activities and membership organizations NEC

92 Recreational, cultural and sporting activities

93 Other service activities

Tabulation category P: Private households with employed persons

95 Private households with employed persons

Tabulation category Q: Extra-territorial organizations and bodies

99 Extra-territorial organizations and bodies

Annex D: International Standard Classification of Occupations (ISCO-88), major, sub-major and minor groups

Major group 1: Legislators, senior officials and managers

- 11 Legislators and senior officials
  - 111 Legislators
  - 112 Senior government officials
  - 113 Traditional chiefs and heads of villages
  - 114 Senior officials of special interest organizations
- 12 Corporate managers[1]
  - 121 Directors and chief executives
  - 122 Production and operations department managers
  - 123 Other departmental managers
- 13 General managers[2]
  - 131 General managers

Major group 2: Professionals

- 21 Physical, mathematical and engineering science professionals
  - 211 Physicists, chemists and related professionals
  - 212 Mathematicians, statisticians and related professionals
  - 213 Computing professionals
  - 214 Architects, engineers and related professionals
- 22 Life science and health professionals
  - 221 Life science professionals
  - 222 Health professionals (except nursing)
  - 223 Nursing and midwifery professionals
- 23 Teaching professionals
  - 231 College, university and higher education teaching professionals
  - 232 Secondary education teaching professionals
  - 233 Primary and pre-primary education teaching professionals

[1] This sub-major group is intended to include persons who – as directors, chief executives or specialized managers – manage enterprises requiring a total of three or more managers.

[2] This sub-major group is intended to include persons who manage enterprises on their own behalf, or on behalf of the proprietor, with some non-managerial help and assistance of no more than one other manager.

234 Special education teaching professionals

235 Other teaching professionals

24 Other professionals

241 Business professionals

242 Legal professionals

243 Archivists, librarians and related information professionals

244 Social sciences and related professionals

245 Writers and creative or performing artists

246 Religious professionals

Major group 3: Technicians and associate professionals

31 Physical and engineering science associate professionals

311 Physical and engineering science technicians

312 Computer associate professionals

313 Optical and electronic equipment operators

314 Ship and aircraft controllers and technicians

315 Safety and quality inspectors

32 Life science and health associate professionals

321 Life science technicians and related associate professionals

322 Modern health associate professionals (except nursing)

323 Nursing and midwifery associate professionals

324 Traditional medicine practitioners and faith-healers

33 Teaching associate professionals

331 Primary education teaching associate professionals

332 Pre-primary education teaching associate professionals

333 Special education teaching associate professionals

334 Other teaching associate professionals

34 Other associate professionals

341 Finance and sales associate professionals

342 Business services agents and trade brokers

343 Administrative associate professionals

344 Customs, tax and related government associate professionals

345 Police inspectors and detectives

346 Social work associate professionals

- 347 Artistic, entertainment and sports associate professionals
- 348 Religious associate professionals

Major group 4: Clerks

- 41 Office clerks
  - 411 Secretaries and keyboard-operating clerks
  - 412 Numerical clerks
  - 413 Material-recording and transport clerks
  - 414 Library, mail and related clerks
  - 419 Other office clerks
- 42 Customer service clerks
  - 421 Cashiers, tellers and related clerks
  - 422 Client information clerks

Major group 5: Service workers and shop and market sales workers

- 51 Personal and protective services workers
  - 511 Travel attendants and related workers
  - 512 Housekeeping and restaurant services workers
  - 513 Personal care and related workers
  - 514 Other personal service workers
  - 515 Astrologers, fortune-tellers and related workers
  - 516 Protective services workers
- 52 Models, salespersons and demonstrators
  - 521 Fashion and other models
  - 522 Shop salespersons and demonstrators
  - 523 Stall and market salespersons

Major group 6: Skilled agricultural and fishery workers

- 61 Market-oriented skilled agricultural and fishery workers
  - 611 Market gardeners and crop growers
  - 612 Market-oriented animal producers and related workers
  - 613 Market-oriented crop and animal producers
  - 614 Forestry and related workers
  - 615 Fishery workers, hunters and trappers

62 Subsistence agricultural and fishery workers

621 Subsistence agricultural and fishery workers

Major group 7: Craft and related trades workers

71 Extraction and building trade workers

711 Miners, shot-firers, stonecutters and carvers

712 Building frame and related trades workers

713 Building finishers and related trades workers

714 Painters, building structure cleaners and related trade workers

72 Metal, machinery and related trades workers

721 Metal moulders, welders, sheet-metalworkers, structural-metal preparers and related trades workers

722 Blacksmiths, toolmakers and related trades workers

723 Machinery mechanics and fitters

724 Electrical and electronic equipment mechanics and fitters

73 Precision, handicraft, printing and related trades workers

731 Precision workers in metal and related materials

732 Potters, glass-makers and related trades workers

733 Handicraft workers in wood, textile, leather and related materials

734 Printing and related trades workers

74 Other craft and related trades workers

741 Food processing and related trades workers

742 Wood treaters, cabinet-makers and related trades workers

743 Textile, garment and related trades workers

744 Felt, leather and shoemaking trades workers

Major group 8: Plant and machine operators and assemblers

81 Stationary plant and related operators

811 Mining and mineral-processing plant operators

812 Metal-processing plant operators

813 Glass, ceramics and related plant operators

814 Wood processing and papermaking plant operators

815 Chemical processing plant operators

816 Power production and related plant operators

817 Automated assembly-line and industrial robot operators

- 82 Machine operators and assemblers
  - 821 Metal and mineral products machine operators
  - 822 Chemical products machine operators
  - 823 Rubber and plastic products machine operators
  - 824 Wood products machine operators
  - 825 Printing, binding and paper products machine operators
  - 826 Textile, fur and leather products machine operators
  - 827 Food and related products machine operators
  - 828 Assemblers
  - 829 Other machine operators and assemblers
- 83 Drivers and mobile plant operators
  - 831 Locomotive engine-drivers and related workers
  - 832 Motor vehicle drivers
  - 833 Agricultural and other mobile plant operators
  - 834 Ships' deck crews and related workers

Major group 9: Elementary occupations

- 91 Sales and services elementary occupations
  - 911 Street vendors and related workers
  - 912 Shoe cleaning and other street services elementary occupations
  - 913 Domestic and related helpers, cleaners and launderers
  - 914 Building caretakers, window and related cleaners
  - 915 Messengers, porters, doorkeepers and related workers
  - 916 Garbage collectors and related labourers
- 92 Agricultural, fishery and related labourers
  - 921 Agricultural, fishery and related labourers
- 93 Labourers in mining, construction, manufacturing and transport
  - 931 Mining and construction labourers
  - 932 Manufacturing labourers
  - 933 Transport labourers and freight handlers

Major group 0: Armed forces

- 01 Armed forces
  - 011 Armed forces

Annex E: International Classification of Status in Employment (ICSE)[1]

I. The name and conceptual basis for the classification

1. The classification of status in employment as shown in section II of this resolution is designated the International Classification of Status in Employment (ICSE-93). The group definitions are given in section III, while the statistical treatment of particular groups is specified in section IV.

2. The ICSE classifies jobs held by persons at a point in time. A job is classified with respect to the type of explicit or implicit contract of employment of the person with other persons or organizations. The basic criteria used to define the groups of the classification are the type of economic risk, an element of which is the strength of the attachment between the person and the job, and the type of authority over establishments and other workers which the job incumbents have or will have.

3. The ICSE-93 classifies persons by virtue of their actual and potential relations with jobs according to the rules set out in section V.

II. The ICSE-93 groups[2]

4. The ICSE-93 consists of the following groups, which are defined in section III:

(1) employees;
among whom countries may need and be able to distinguish "employees with stable contracts" (including "regular employees");

(2) employers;

(3) own-account workers;

(4) members of producers' cooperatives;

(5) contributing family workers;

(6) workers not classifiable by status.

III. Group definitions

5. The groups in the ICSE-93 are defined with reference to the distinction between "paid employment" jobs on the one side and "self-employment" jobs on the

[1] Excerpt from the resolution concerning the International Classification of Status in Employment (ICSE). Fifteenth Intemational Conference of Labour Statisticians, Geneva, 19-28 January 1993.

[2] For linguistic convenience the group titles and definitions have been formulated in a way which corresponds to the situation where each person holds only one job during the reference period. Rules for classifying persons with two or more jobs are given in section V.

other. Groups are defined with reference to one or more aspects of the economic risk and/or the type of authority which the explicit or implicit employment contract gives the incumbents or to which it subjects them.

6. *Paid employment jobs* are those jobs where the incumbents hold explicit (written or oral) or implicit employment contracts which give them a basic remuneration which is not directly dependent upon the revenue of the unit for which they work (this unit can be a corporation, a non-profit institution, a government unit or a household). Some or all of the tools, capital equipment, information systems and/or premises used by the incumbents may be owned by others, and the incumbents may work under direct supervision of, or according to strict guidelines set by the owner(s) or persons in the owners' employment. (Persons in "paid employment jobs" are typically remunerated by wages and salaries, but may be paid by commission from sales, by piece-rates, bonuses or in-kind payments such as food, housing or training.)

7. *Self-employment jobs* are those jobs where the remuneration is directly dependent upon the profits (or the potential for profits) derived from the goods and services produced (where own consumption is considered to be part of profits). The incumbents make the operational decisions affecting the enterprise, or delegate such decisions while retaining responsibility for the welfare of the enterprise. (In this context "enterprise" includes one-person operations.)

8. (1) *Employees* are all those workers who hold the type of job defined as "paid employment jobs" (cf. paragraph 6). *Employees with stable contracts* are those "employees" who have had, and continue to have, an explicit (written or oral) or implicit contract of employment, or a succession of such contracts, with the same employer on a continuous basis. "On a continuous basis" implies a period of employment which is longer than a specified minimum determined according to national circumstances. (If interruptions are allowed in this minimum period, their maximum duration should also be determined according to national circumstances.) *Regular employees* are those "employees with stable contracts" for whom the employing organization is responsible for payment of relevant taxes and social security contributions and/or where the contractual relationship is subject to national labour legislation.

9. (2) *Employers* are those workers who, working on their own account or with one or a few partners, hold the type of job defined as a "self-employment job" (cf. paragraph 7) and, in this capacity, on a continuous basis (including the reference period) have engaged one or more persons to work for them in their business as "employee(s)" (cf. paragraph 8). The meaning of "engage on continuous basis" is to be determined by national circumstances, in a way which is consistent with the definition of "employees with stable contracts" (cf. paragraph 8). (The partners may or may not be members of the same family or household.)

10. (3) *Own-account workers* are those workers who, working on their own account or with one or more partners, hold the type of job defined as a "self-employment job" (cf. paragraph 7), and have not engaged on a continuous basis any "employees" (cf. paragraph 8) to work for them during the reference period. It should

be noted that during the reference period the members of this group may have engaged "employees", provided that this is on a non-continuous basis. (The partners may or may not be members of the same family or household.)

11. (4) *Members of producers' cooperatives* are workers who hold a "self-employment" job (cf. paragraph 7) in a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members. (It should be noted that "employees" (cf. paragraph 8) of producers' cooperatives are not to be classified to this group.)

12. (5) *Contributing family workers* are those workers who hold a "self-employment" job (cf. paragraph 7) in a market-oriented establishment operated by a related person living in the same household, who cannot be regarded as a partner, because their degree of commitment to the operation of the establishment, in terms of working time or other factors to be determined by national circumstances, is not at a level comparable to that of the head of the establishment. (Where it is customary for young persons, in particular, to work without pay in an economic enterprise operated by a related person who does not live in the same household, the requirement of "living in the same household" may be eliminated.)

13. (6) *Workers not classifiable by status* include those for whom insufficient relevant information is available, and/or who cannot be included in any of the preceding categories.

IV. Statistical treatment of particular groups

14. This section outlines a possible statistical treatment of particular groups of workers. Some of the groups represent subcategories or disaggregations of one of the specific ICSE-93 categories. Others may cut across two or more of these categories. Countries may need and be able to distinguish one or more of the groups, in particular group (a), and may also create other groups according to national requirements:

(a) *Owner-managers of incorporated enterprises* are workers who hold a job in an incorporated enterprise, in which they: (a) alone, or together with other members of their families or one or a few partners, hold controlling ownership of the enterprise; and (b) have the authority to act on its behalf as regards contracts with other organizations and the hiring and dismissal of persons in "paid employment" with the same organization, subject only to national legislation regulating such matters and the rules established by the elected or appointed board of the organization. Different users of labour market, economic and social statistics may have different views on whether these workers are best classified as in "paid employment" (cf. paragraph 6) or as in "self-employment" (cf. paragraph 7), because these workers receive part of their remuneration in a way similar to persons in "paid employment" while their authority in and responsibility for the enterprise corresponds more to persons in "self-employment", and in particular to "employers".

(Note, for example, that to classify them as "employees" will be consistent with their classification in the "System of National Accounts", while they may be best classified as "employers" or "own-account workers" for labour market analysis.) Countries should, therefore, according to the needs of users of their statistics and their data collection possibilities, endeavour to identify this group separately. This will also facilitate international comparisons.

(b) *Regular employees with fixed-term contracts* are "regular employees" (cf. paragraph 8) whose contract of employment specifies a particular date of termination.

(c) *Regular employees with contracts without limits of time* are "regular employees" (cf. paragraph 8) who have contracts which only can be terminated for specified causes such as incompetence, serious misconduct, or for economic reasons according to national legislation or custom.

(d) *Workers in precarious employment* can either be: (a) workers whose contract of employment leads to the classification of the incumbent as belonging to the groups of "casual workers" (cf. item (e)), "short-term workers" (cf. item (f) or "seasonal workers" (cf. item (g)); or (b) workers whose contract of employment will allow the employing enterprise or person to terminate the contract at short notice and/or at will, the specific circumstances to be determined by national legislation and custom.

(e) *Casual workers* are workers who have an explicit or implicit contract of employment which is not expected to continue for more than a short period, whose duration is to be determined by national circumstances. These workers may be classified as being "employees" (cf. paragraph 8) or "own-account workers" (cf. paragraph 10) according to the specific characteristics of the employment contract.

(f) *Workers in short-term employment* are workers who hold explicit or implicit contracts of employment (cf. paragraph 6) which are expected to last longer than the period used to define "casual workers" (cf. item (e)), but shorter than the one used to define "regular employees" (cf. paragraph 8). These workers may be classified as "employees" (cf. paragraph 8) or "own-account workers" (cf. paragraph 10) according to the specific characteristics of the employment contract.

(g) *Workers in seasonal employment* are workers who hold explicit or implicit contracts of employment where the timing and duration of the contract is significantly influenced by seasonal factors such as the climatic cycle, public holidays and/or agricultural harvests. These workers may be classified as "employees" (cf. paragraph 8) or "own-account workers" (cf. paragraph 10) according to the specific characteristics of the employment contract.

(h) *Out-workers* are workers who: (a) hold explicit or implicit contracts of employment under which they agree to work for a particular enterprise, or to supply a certain quantity of goods or services to a particular enterprise, by prior arrangement or contract with that enterprise; but (b) whose place of work is not within any of the

establishments which make up that enterprise. These workers may be classified as being in "paid employment" (cf. paragraph 6) or in "self-employment" (cf. paragraph 7) according to the specific terms of their contract. They may be classified as "employers" if they engage other workers on terms as described in paragraph 10.

(i) *Contractors* are workers who: (a) have registered with the tax authorities (and/or other relevant bodies) as a separate business unit responsible for the relevant forms of taxes, and/or who have made arrangements so that their employing organization is not responsible for relevant social security payments, and/or the contractual relationship is not subject to national labour legislation applicable to e.g. "regular employees" (cf. paragraph 9); but who (b) hold explicit or implicit contracts which correspond to those of "paid employment". These workers may be classified as in a "self-employment" job (cf. paragraph 7) or as in a "paid employment" job (cf. paragraph 6) according to national circumstances.

(j) Workers who hold explicit or implicit contracts of "paid employment" (cf. paragraph 6) from one organization, but who work at the site of and/or under instructions from a second organization which pays the first organization a fee for their services, may be classified separately from other "employees", and according to whether the primary organization is a temporary work agency or another type of enterprise.

(k) *Work gang (crew) members* are workers who are members of a group of workers who have been engaged as a group on terms corresponding to those of "paid employment" and where the employing organization has entered into a contract only with the crew leader or with an organizing agent for the crew, and not with the individual worker.

(l) Countries may need and be able to classify separately workers participating in public or private employment promotion or job training schemes on terms of employment which correspond to "paid employment" jobs. This group of workers may be designated *employment promotion employees.* Workers who receive support from such schemes to establish their own business should be classified as being in a "self-employment" job (cf. paragraph 7) as "employer" (cf. paragraph 9) or "own-account worker" (cf. paragraph 10) as appropriate.

(m) According to national circumstances, countries may decide to classify as *apprentices* or *trainees,* workers who hold explicit or implicit contracts of "paid employment" which specify that all or part of their remuneration should be in the form of training for a trade or profession. When identifying apprentice and trainee employees separately, countries may also need and be able to distinguish between those who hold a formal training contract and follow a formal programme combining work experience with practical and theoretical instruction, and those who do not.

(n) *Employers of regular employees* are those "employers" who during the reference period have engaged at least one person to work for them in their business on

explicit or implicit terms such that this person will be classified as having a job as a "regular employee" as defined under paragraph 8.

(o) *Core own-account workers* are those "own-account workers" (cf. paragraph 10) who work predominantly for the market independently of specific conditions imposed by the suppliers of credit, raw materials, etc., or of one main customer, and who rent or own their own equipment and other means of production.

(p) *Franchisees* are workers who have explicit or implicit contracts with the owners of certain means of production (land, buildings, machinery, trade marks, etc.), holders of operational licences or suppliers of credit, which to a significant extent determine how the business is operated and require the payment of a specific part of total sales. "Franchisees" who engage "employees" (cf. paragraph 8) on a continuous basis should be classified as "employers" (cf. paragraph 9).

(q) *Sharecroppers* are workers who hold a "self-employment" job (cf. paragraph 7) and in this capacity have explicit or implicit contracts with the owners of certain means of production (land, buildings, machinery, etc.) or suppliers of credit or raw materials, which to a significant extent determine how the business is operated and require the payment of a part of total production.

(r) *Communal resource exploiters* are workers who hold a "self-employment" job (cf. paragraph 7) and in this capacity use a natural resource (e.g. land, fishing grounds, hunting and gathering areas) to which there are no individual property rights, but for which their community or the State may have certain management responsibilities.

(s) *Subsistence workers* are workers who hold a "self-employment" job (cf. paragraph 7) and in this capacity produce goods or services which are predominantly consumed by their own household and constitute an important basis for its livelihood.

(t) Countries may need and be able to supplement a national classification by status in employment with the type of organization with which they are employed, in particular whether "employees" are employed in the private or the public sector, or whether the employing organization is partly owned by foreign individuals or organizations (a "joint venture") or fully owned by foreigners.

V. Classification of persons

15. Employed persons can be classified by status in employment according to the following rules:

(a) a person with only one classifiable job during the reference period should be classified to the status in employment group of that job;

(b) a person with two or more jobs during the reference period should be classified to the status in employment group of that set of equally classified jobs at which he/she has worked the longest hours, or which has provided the highest income from employment during that period (or which can be expected to provide the highest income from work carried out in that period, if payment can only be expected in the future).

16. The ICSE-93 may be applicable, according to national practices and circumstances, to persons who have held a job, or who are seeking a job, regardless of their labour force status in the reference period. For the employed, it should apply to the job (or jobs) held in the reference period. For the unemployed, it may apply to either a job previously held, if any, or, according to national practices and circumstances, to the type of job which they are seeking.

VI. Data collection and international reporting

17. The data necessary to classify jobs or persons according to nationally significant status in employment groups should be collected in ways corresponding to the descriptive and analytical needs which the individual statistical programme serves, both with respect to precision of measurement and with respect to the number and type of groups separately identified. Using questionnaires with one question and a small set of pre-coded groups to be selected by the respondents, or by interviewers on the basis of the information provided by the respondents, may be less expensive but will normally result in less precise measurement of distribution of jobs or persons over relevant status in employment groups than the use of several questions with response alternatives designed to allow classification to the relevant groups at the processing stage. The Conference notes that the ILO Bureau of Statistics will provide guidelines on how to collect and process information about status in employment in statistical surveys and censuses.

18. It is recommended that countries, as far as possible, design their data collection and processing procedures so that they will be able to give estimates for those of the following categories which are nationally significant:

(1) employees;

(2) employers;

(3) own-account workers;

(4) members of producers' cooperatives;

(5) contributing family workers;

(6) workers not classifiable by status.

19. The ICSE-93 group into which "owner-managers of incorporated enterprises" (cf. paragraph 14, item (a)) are classified should be indicated and separate information should be provided about them, whenever possible, to facilitate both labour market analysis and international comparisons. The countries are also asked to identify, for the

users of their statistics, which of the separate groups reported contain the data for persons in any of the groups not separately reported.

Annex F: Classification of industrial accidents according to the nature of the injury[1]

This list is to be used to classify only injuries resulting from occupational accidents or commuting accidents; in particular, occupational diseases are excluded.

10. *Fractures* (N800-N829)
    Includes simple fractures; fractures with injuries to soft parts of the body (compound fractures); fractures with injuries to articulations (dislocations, etc.); fractures with internal or nerve injuries.

20. *Dislocations* (N830-N839)
    Includes sublaxations and displacements.
    Excludes fracture dislocations (10).

25. *Sprains and strains* (N840-N848)
    Includes, unless associated with an open wound, the ruptures, tears and lacerations of muscles, tendons, ligaments and joints, as well as hernias due to overexertion.

30. *Concussions and other internal injuries* (N852-N855, N860-N869, N958)
    Includes, unless fractures are involved, all internal contusions, haemorrhages, lacerations, ruptures.
    Excludes those injuries with fracture (10).

40. *Amputations and enucleations* (N871, N866-N888, N896-N898) Includes traumatic avulsion of the eye.

41. *Other wounds* (N850, N870, N872-N879, N880-N885, N890-N895, N900-N908)
    Includes lacerations, open wounds, cuts, contusions with wounds, scalp wounds, as well as loss of nails or ears; includes wounds involving injury to nerves.
    Excludes traumatic amputations, enucleations; avulsion of the eye (40); compound fractures (10); burns with open wounds (60); superficial injuries (50).

50. *Superficial injuries* (N9l0-N918)
    Includes abrasions, scratches, blisters, bites of non-venomous insects, superficial wounds; also includes superficial injuries to foreign bodies entering the eye.

55. *Contusions and crushings* (N85l, N920-N929)
    Includes haemarthrosis, haematoma and bruises; contusions and crushings associated with superficial injuries.
    Excludes concussions (30); contusions and crushings with fracture (10); and contusions and crushings with an open wound (41).

[1] Resolution concerning statistics of employment injuries. Tenth International Conference of Labour Statisticians, Geneva, 2-12 October 1962.

60. *Burns* (N940-N949)
    Includes burns from hot objects; from fire; scalds; friction burns; radiation burns (infrared); chemical burns (external burns only); burns with open wound.
    Excludes burns due to swallowing a corrosive or caustic substance (70); sunburns (80); effects of lightning (80); burns due to electric current (82); and radiation effects other than burns (83).

70. *Acute poisonings* (N960-N979)
    Includes the acute effects of the injection, ingestion, absorption or inhalation of toxic, corrosive or caustic substances; bites of venomous animals; asphyxiation by carbon monoxide or other toxic gases. Excludes external chemical burns (60).

80. *Effects of weather exposure, and related conditions* (N980-N989) Includes effects of reduced temperature (frostbite); the effects of heat and insolation (heatstrokes, sunstrokes); barotrauma (effects of high altitude, decompression); the effects of lightning; sound trauma (total or partial loss of hearing as a separate injury, not a sequela of another injury).

81. *Asphyxia* (N990-N991)
    Includes drowning, asphyxiation or suffocation by compression, constriction or strangulation; also includes asphyxiation by suppression or reduction of oxygen in the surrounding atmosphere and asphyxiation by foreign bodies in the respiratory tract.
    Excludes asphyxiation by carbon monoxide or other toxic gases (70).

82. *Effects of electric currents* (N992)
    Includes electrocution, electrical shock and burns due to electric currents.
    Excludes burns caused by hot parts of electrical appliances (70) and the effects of lightning (80).

83. *Effects of radiations* (N993)
    Includes effects caused by X-rays, radioactive substances, ultraviolet rays, ionizing radiations.
    Excludes burns due to radiations (60) and sunstrokes (80).

90. *Multiple injuries of different nature*
    This group should be used only for cases where the injured person sustained several injuries of a different nature and no injury is obviously more severe than the others.
    In a case of multiple injuries suffered in one accident where one of the injuries is obviously more severe than the others, then this accident should be classified in the group corresponding to the nature of the more obviously severe injury.

99. *Other and unspecified injuries* (N856, N994-N999)
    This group should only be used to classify injuries which cannot be classified elsewhere, such as infections.

Includes various early complications of trauma and pathological reactions which should be classified in this group only when the nature of the antecedent injury is unknown.

Note: The numbers N800-N999 refer to the categories of the Manual of the International Statistical Classification of Diseases, Injuries and Causes of Death.

Annex G: Classification of industrial accidents according to the bodily location of the injury[1]

This classification may also be used to classify commuting accidents.

The groups relating to multiple locations should be used only to classify cases where the victim suffers from several injuries to different parts of the body and no injury obviously is more severe than the others. When in an accident which caused multiple injuries located at different parts of the body one of these injuries is obviously more severe than the others, this accident should be classified in the group corresponding to the location of the obviously more severe injury. For example, a fracture of the leg accompanied by a scratch of the hand should be classified in group 54.

1. Head

11 Cranium region (skull, brain, scalp)

12 Eye (including orbit and optic nerve)

13 Ear

14 Mouth (including lips, teeth and tongue)

15 Nose

16 Face, locations not classified elsewhere

18 Head, multiple locations

19 Head, unspecified location

2. Neck (including throat and cervical vertebrae)

3. Trunk

31 Back (spinal column and adjoining muscles, spinal cord)

32 Chest (ribs, sternum, internal organs of the chest)

33 Abdomen (including internal organs)

34 Pelvis

38 Trunk, multiple locations

39 Trunk, unspecified location

4. Upper limb

41 Shoulder (including clavicle and shoulder blade)

42 Upper arm

[1] Resolution conceming statistics of employment injuries. Tenth International Conference of Labour Statisticians, Geneva, 2-12 October 1962.

43 Elbow

44 Forearm

45 Wrist

46 Hand (except fingers alone)

47 Fingers

48 Upper limb, multiple locations

49 Upper limb, unspecified location

5. Lower limb

51 Hip

52 Thigh (upper leg)

53 Knee

54 Leg (lower leg)

55 Ankle

56 Foot (except toes alone)

57 Toes

58 Lower limb, multiple locations

59 Lower limb, unspecified location

6. Multiple locations

61 Head and trunk, head and one or more limbs

62 Trunk and one or more limbs

63 One upper limb and one lower limb or more than two limbs

68 Other multiple locations

69 Multiple locations, unspecified

7. General injuries

71 Circulatory system in general

72 Respiratory system in general

73 Digestive system in general

74 Nervous system in general

78 Other general injuries

79 General injuries, unspecified

This group should be used only when the functioning of an active body system has been affected without a specific injury (for example, poisoning, etc.); when the

systematic damage results from an injury affecting a specific part of the body (for example, a fracture of the spinal column involving injury to the spinal cord), the location of the injury to this part of the body (in this case the spinal column) should be coded.

9. Unspecified location of injury

This group should only be used when no information is available to identify the part of the body affected.

Note: The proposed classification is limited to two digits. By adding another digit, countries desiring to specify the location of the injury according to the side of the body it was sustained may do so: (1) right side; (2) left side; (3) both sides. For example, a fracture of the right arm is classified under the number 42(1), a sprain of the left ankle under 55(2), and a burn of both eyes under 12(3). However, if an additional digit is not used, injuries to both wrists, or both feet, etc., should *not* be classified into group 6 (multiple locations) but under the corresponding number for an injury to one wrist (45), or one foot (56), etc., only.

Annex H: Classification of industrial accidents according to type of accident[1]

This classification identifies the type of event which directly resulted in the injury, i.e. the manner in which the object or substance causing the injury enters into contact with the injured person.

1. Falls of persons

11 Falls of persons from heights (trees, buildings, scaffolds, ladders, machines, vehicles) and into depths (wells, ditches, excavations, holes in the ground)

12 Falls of persons on the same level

2. Struck by falling objects

21 Slides and cave-ins (earth, rocks, stones, snow)

22 Collapse (buildings, walls, scaffolds, ladders, piles of goods)

23 Struck by falling objects during handling

24 Struck by falling objects, not elsewhere classified

3. Stepping on, striking against or struck by objects excluding falling objects

31 Stepping on objects

32 Striking against stationary objects (except impacts due to a previous fall)

33 Striking against moving objects

34 Struck by moving objects (including flying fragments and particles) excluding falling objects

4. Caught in or between objects

41 Caught in an object

42 Caught between a stationary object and a moving object

43 Caught between moving objects (except flying or falling objects)

5. Overexertion or strenuous movements

51 Overexertion in lifting objects

52 Overexertion in pushing or pulling objects

53 Overexertion in handling or throwing objects

54 Strenuous movements

[1] Resolution concerning Statistics of employment injuries. Tenth International Conference of Labour Statisticians, Geneva, 2-12 October 1962.

6. Exposure to or contact with extreme temperatures

61 Exposure to heat (atmosphere or environment)

62 Exposure to cold (atmosphere or environment)

63 Contact with hot substances or objects

64 Contact with very cold substances or objects

7. Exposure to or contact with electric current

8. Exposure to or contact with harmful substances or radiations

81 Contact by inhalation, ingestion or absorption of harmful substances

82 Exposure to ionizing radiations

83 Exposure to radiations other than ionizing radiations

9. Other types of accident, not elsewhere classified, including accidents not classified for lack of sufficient data

91 Other types of accident, not elsewhere classified

92 Accidents not classified for lack of sufficient data

Annex I: Classification of industrial accidents according to agency[1]

This classification may be used for classifying either the agency related to the injury or the agency related to the accident:

(a) when this classification is used to classify an agency related to the injury, the items selected for coding shall be those which directly inflicted the injury without regard to their influence in initiating the event designated as the accident type (see Annex H);

(b) when this classification is used to classify an agency related to the accident, the items selected for coding shall be those which because of their hazardous nature or condition precipitated the event designated as the accident type (see Annex H).

1. Machines

11 Prime-movers, except electrical motors

111 Steam engines

112 Internal combustion engines

113 Others

12 Transmission machinery

121 Transmission shafts

122 Transmission belts, cables, pulleys, pinions, chains, gears

129 Others

13 Metalworking machines

131 Power presses

132 Lathes

133 Milling machines

134 Abrasive wheels

135 Mechanical shears

136 Forging machines

137 Rolling-mills

139 Others

14 Wood and assimilated machines

141 Circular saws

[1] Resolution conceming statistics of employment injuries.Tenth International Conference of Labour Statisticians, Geneva, 2-12 October 1962.

142 Other saws

143 Moulding machines

144 Overhand planes

149 Others

15 Agricultural machines

151 Reapers (including combine reapers)

152 Threshers

159 Others

16 Mining machinery

161 Under-cutters

169 Others

19 Other machines not elsewhere classified

191 Earth-moving machines, excavating and scraping machines, except means of transport

192 Spinning, weaving and other textile machines

193 Machines for the manufacture of foodstuffs and beverages

194 Machines for the manufacture of paper

195 Printing machines

199 Others

2. Means of transport and lifting equipment

21 Lifting machines and appliances

211 Cranes

212 Lifts and elevators

213 Winches

214 Pulley blocks

219 Others

22 Means of rail transport

221 Inter-urban railways

222 Rail transport in mines, tunnels, quarries, industrial establishments, docks, etc.

229 Others

23 Other wheeled means of transport, excluding rail transport

231 Tractors

232 Lorries

233 Trucks

234 Motor vehicles, not elsewhere classified

235 Animal-drawn vehicles

236 Hand-drawn vehicles

239 Others

24 Means of air transport

25 Means of water transport

251 Motorized means of water transport

252 Non-motorized means of water transport

26 Other means of transport

261 Cable-cars

262 Mechanical conveyors, except cable-cars

269 Others

3. Other equipment

31 Pressure vessels

311 Boilers

312 Pressurized container

313 Pressurized piping and accessories

314 Gas cylinders

315 Caissons, diving equipment

319 Others

32 Furnaces, ovens, kilns

321 Blast furnaces

322 Refining furnaces

323 Other furnaces

324 Kilns

325 Ovens

33 Refrigerating plants

34 Refrigerating installations, including electric motors, but excluding electric hand tools

341 Rotating machines

342 Conductors

343 Transformers

- 344 Control apparatus
- 349 Others

35 Electric hand tools

36 Tools, implements and appliances, except electric hand tools

- 361 Power-driven hand tools, except electric hand tools
- 362 Hand tools, not power-driven
- 369 Others

37 Ladders, mobile ramps

38 Scaffolding

39 Other equipment, not elsewhere classified

4. Materials, substances and radiations

41 Explosives

42 Dusts, gases, liquids and chemicals, excluding explosives

- 421 Dusts
- 422 Gases, vapours, fumes
- 423 Liquids not elsewhere classified
- 424 Chemicals not elsewhere classified
- 429 Others

43 Flying fragments

44 Radiations

- 441 Ionizing radiations
- 449 Others

49 Other materials and substances not elsewhere classified

5. Working environment

51 Outdoor

- 511 Weather
- 512 Traffic and working surfaces
- 513 Water
- 519 Others

52 Indoor

- 521 Floors
- 522 Confined quarters

523 Stairs

524 Other traffic and working surfaces

525 Floor openings and wall openings

526 Environmental factors (lighting, ventilation, temperature, noise, etc.)

529 Others

53 Underground

531 Roofs and faces of mine roads and tunnels, etc.

532 Floors of mine roads and tunnels, etc.

533 Working faces of mines, tunnels, etc.

534 Mine shafts

535 Fire

536 Water

539 Others

6. Other agencies, not elsewhere classified

61 Animals

611 Live animals

612 Animal products

69 Other agencies, not elsewhere classified

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