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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 950

Adopted 25 August 2009

**Procedures for Investigation and Registration of Accidents at Work**

*Issued pursuant to*

*Section 13, Paragraph one of the Labour Protection Law*

**I. General Provisions**

1. This Regulation prescribes the procedures for the investigation and registration of accidents at work (hereinafter – accident), in order to ensure the determination and prevention of the causes for accidents, to improve the protection of the safety and health of employees at work, to promote the receipt of the insurance compensation provided for a person who has suffered in an accident, as well as to ensure the registration of accidents in accordance with international requirements.

2. Within the meaning of this Regulation an accident is an extraordinary incident which has occurred in the workplace within one working day or shift, after which health disorders have been caused to a person or the probability of health disorders occurring exists (risk of infection), or the death of the person involved has occurred. Contracting an infectious disease shall be regarded as an accident at work only if such disease is related to a specifically identifiable extraordinary incident during performance of work and if such incident is in a clear causal relationship with the disease of the employee.

[*4 June 2020*]

3. In accordance with this Regulation, such accidents shall be investigated and registered, which have occurred to an employee or any other person who is deemed an employee in the actual circumstances, including to persons during training or traineeship and to persons, who are employed in accordance with a court adjudication or the punishment prescription of a prosecutor, as well as other employees which, in accordance with the Labour Protection Law, are not employees but which, in accordance with the laws and regulations in the field of State social insurance, are subject to insurance against accidents at work and occupational diseases (hereinafter – injured person).

4. The Regulation does not apply to the accidents that have occurred:

4.1. to officials of an authority of the Ministry of the Interior system with special service ranks;

4.2. to members of the armed forces of units subordinated to the Ministry of Defence;

4.3. to officials and employees of State security institutions.

[*21 January 2020*]

5. An accident shall be investigated in which:

5.1. the accident has caused a loss of work capacity to the injured person for a period of time that exceeds one day. When investigating and registering the abovementioned accidents, the relevant procedures for the investigation and registration of accidents shall be observed:

5.1.1. a loss of work capacity to the injured person has been caused for a period of time from one day to three days;

5.1.2. a loss of work capacity has been caused to the injured person for a period of time that exceeds three days;

5.2. the death of the injured person has occurred in the workplace or the injured person has died as a result of exposure to factors of the working environment;

5.3. a potentially infected animal or insect (for example, a tic) has bitten the injured person, the injured person has come into contact with blood or other liquids, or objects which are infected or may be infected, and after this contact or bite the risk of infection is established, even if immediate incapacity to work has not occurred.

6. The investigation of accidents shall apply to all accidents referred to in Paragraph 5 of this Regulation, which have occurred to an injured person, including:

6.1. in the territory of an undertaking (in the workplace) during working time, including breaks in working time;

6.2. when fulfilling employment or official duties outside the territory of an undertaking or outside the specified working time, including when on official travel or a work trip or when performing work remotely;

6.3. when moving between facilities, if such activity is related to employment or official duties, as well as by a written order of the employer or using a personally owned vehicle for working needs upon the appointment of the employer;

6.4. while inside a vehicle, which is in the possession of an employer, on the direct way to work or from work, or while inside a vehicle, which is in the possession of an employer, in between shifts;

6.5. when performing any activity in the interests of the employer, which ensures an unhindered progress of the work process or is aimed towards the prevention of losses to the employer or the saving of human health and life, even without the order of the employer;

6.6. if upon fulfilment of employment duties by the injured person a single effect of the working environment risk factors (during not more than one work shift) to the organism has caused acute disease or an exacerbation of a chronic illness or the health disorders to the injured person have been caused by animals or insects, or the health disorders have occurred as a result of a natural disaster;

6.7. with another employer under the management of his or her authorised person, or while performing employment or official duties upon the appointment of the employer with another employer (in the territory of another employer);

6.8. if no employment contract has been entered into, but the State Labour Inspectorate (hereinafter – Inspectorate) determines that the injured person has performed work for the employer.

[*4 June 2020 / Amendment regarding the supplementation of Sub-paragraph 6.2 with the words “or when performing work remotely” after the word “trip” shall come into force on 1 July 2020. See Paragraph 2 of amendments*]

7. [10 December 2013]

8. [10 December 2013]

9. An accident, which has occurred to a person employed by a foreign employer, shall not be investigated and the accident report referred to in this Regulation shall not be drawn up, except the case determined in Sub-paragraphs 25.5, 25.6 and 25.7 of this Regulation.

[*10 December 2013*]

10. The Inspectorate shall control how an employer performs the investigation and registration of accidents.

11. The Inspectorate, upon the initiative thereof or upon request of a law enforcement authority, is entitled to conduct an additional investigation of the circumstances of an accident, which has occurred, and compile a new report regarding the accident at work (hereinafter – accident report) (Annex 1) if new facts regarding the accident have come at the disposal of the Inspectorate.

**II. General Issues of the Investigation of Accidents**

12. If an accident has occurred, the employees – the injured person and witnesses – shall immediately notify the employer, the direct work supervisor or a labour protection specialist thereof. The persons who have information regarding an accident that has occurred, as well as the injured person and witnesses, if they are not employees, shall notify the Inspectorate regarding the accident that has occurred.

[*10 December 2013*]

13. The employer, the direct work supervisor or a labour protection specialist and the witnesses shall immediately provide first aid and medical assistance to the injured person (transport the injured person to a medical treatment institution or call emergency medical assistance), concurrently the employed injured person or the person representing his or her interests shall be informed of his or her right to insurance compensation in accordance with the laws and regulations regarding insurance against accidents at work and occupational diseases.

14. If there are suspicions that the injured person has been using alcohol or other psychotropic substances and this is the reason for the accident, and may significantly change the results of investigation, the injured person shall, immediately after the provision of first aid, if necessary, be sent for a medical examination to determine the influence of alcohol, narcotic, toxic or psychotropic substances in accordance with the laws and regulations regarding procedures for investigating the influence of alcohol, narcotic, psychotropic or toxic substances.

15. Until commencement of the investigation of an accident, the place of the accident shall remain undisturbed, if it does not endanger human life, health and the environment, does not cause an accident or fire and does not hinder the work process, except the cases referred to in Paragraph 59 of this Regulation when the place of the accident shall remain undisturbed even if it hinders the work process.

16. If it is not possible to leave the place of the incident undisturbed, immediately after the provision of first aid to the injured person, the situation in the place of the accident shall be recorded in a document, describing the place of the accident (for example, a schematic representation, a photograph, a detailed description of the place of the accident) and indicating the date and time of the preparation of the document, as well as the given name and surname of the person preparing the document. The document shall be signed by the person who prepared it.

17. After an accident or after receipt of information regarding an accident, within three working days, an employer or the Inspectorate shall request the statement referred to in Paragraph 18 of this Regulation from a medical treatment institution regarding the level of seriousness of the health disorders of the injured person (Annex 2) if the injured person is not an employee or the injured person is a person employed by a foreign employer who performed duties with another employer in Latvia upon appointment of the foreign employer.

[*10 December 2013*]

18. The medical treatment institution shall, within three working days after receipt of the request referred to in Paragraph 17 of this Regulation, issue a statement regarding the level of seriousness of the health disorders free of charge. The statement shall indicate whether the health disorders are serious or not serious (in accordance with Paragraph 19 of this Regulation), as well as the body part that was injured in the accident (in accordance with the classification laid down in Annex 3 to this Regulation) and the type of health disorder sustained in the accident (in accordance with the classification laid down in Annex 4 to this Regulation).

[*10 December 2013*]

19. Serious health disorders are the following:

19.1. danger to life (such bodily injuries are life-threatening, which at the moment of infliction thereof or in the subsequent hours endanger the life of the injured person regardless of the effectiveness of medical assistance, the course and the outcome of the illness):

19.1.1. injuries that penetrate the cranial, thoracic and abdominal cavity or spinal canal even if there are no injuries to internal organs;

19.1.2. closed and open fractures of calvaria or skull base, except isolated fractures of the outer table of the calvaria;

19.1.3. injuries of the main blood vessels – the aorta, common, external and internal carotids, iliac, femoral, popliteal arteries – and the relevant veins;

19.1.4. injuries of peripheral blood vessels – head, waist, extremities (life-threatening loss of blood, collapse, shock), which are classified by taking into account the actual threat to life in each individual case;

19.1.5. an intra-cranial haemorrhage confirmed with objective data;

19.1.6. serious and moderate brain damage or brain contusion, which (according to the clinical manifestation) becomes localised in the brainstem;

19.1.7. fractures, fractures with dislocations or dislocations of one or several vertebrae;

19.1.8. closed injuries of thoracic, abdominal and pelvic cavity organs, as well as kidney injuries with symptoms which indicate that life is threatened;

19.1.9. third and fourth degree burns, which cover not less than 10 % of the body surface, second degree burns, which cover more than 20 % of the body surface, respiratory tract burns;

19.1.10. penetrating injuries to throat, larynx, trachea and oesophagus;

19.1.11. a compression of cervical organs with apparent effects of asphyxia (for example, brain blood circulation disorders, unconsciousness or amnesia);

19.1.12. other injuries, which have caused a condition dangerous to life, severe shock, collapse, fat embolism, critical (acute) loss of blood;

19.2. a fracture of the long tubular bones – humerus, femur, tibia or both forearm bones;

19.3. fractures of pelvic bones;

19.4. fractures of the sternum or three or more ribs;

19.5. simultaneous fractures of many skeletal bones of the body and limbs (also without severe shock);

19.6. a closed or open injury of the big joints (shoulder, elbow, radius and carpus, hip, knee, lower leg and foot) – taking into account the actual threat to life (life-threatening haemorrhage, severe shock, acute fat embolism);

19.7. loss of sight or hearing, or loss of both conchae;

19.8. loss of voice or tongue in the area of the medium third;

19.9. anatomic loss of an arm or leg (separation of an arm or leg, also hand or foot from the body);

19.10. amputation of the first and second (I + II) finger, three fingers (one of them is the first finger) or four fingers (to both hands);

19.11. loss of any other organ or system of organs, or loss of function thereof (paralysis or another state of non-functioning);

19.12. termination of pregnancy (regardless of the duration of pregnancy), except cases where the termination of pregnancy has another cause which is not related to working environment.

20. Each month by the tenth date, medical treatment institutions, to which injured persons have turned with complaints regarding health disorders which have been caused by an accident, shall provide information to the Inspectorate regarding the injured persons in the previous month, indicating the given name, surname, the year, month, date of birth, the workplace and the level of seriousness of the health disorders of the injured person.

21. An accident shall be investigated and an accident report drawn up within 15 working days after the accident or receipt of the information referred to in Paragraph 22 of this Regulation regarding the accident, except the cases referred to in Paragraphs 60 and 60.1 of this Regulation, when the investigation of the accident is performed for a longer period of time. If an accident is investigated by an employer and it is not possible to investigate it and draw up an accident report within 15 working days due to objective reasons, the time period for investigating the accident may be extended up to 30 working days.

[*10 December 2013; 4 June 2020*]

22. If an accident has not been notified in accordance with Paragraph 12 of this Regulation or the loss of capacity to work referred to in Paragraph 5.1 of this Regulation has occurred later, the investigation of an accident shall be commenced immediately upon submission of a written application of the injured person to the employer or the Inspectorate or receipt of other information which confirms the occurrence of the accident.

23. An accident shall be investigated by the employer or the Inspectorate or in the separate cases referred to in Part VI, VII, VIII or IX of this Regulation – a labour protection specialist or a person appointed by the employer.

[*10 December 2013*]

24. An accident shall be investigated by an employer:

24.1. if the health disorders established in an injured person are not serious;

24.2. if the accident to have occurred to an employee is a road traffic accident;

24.3. if the accident has occurred to a professional sportsperson during a sports game, competition or training, when the risk of occurrence of an accident is directly connected to the professional activities of the sportsperson and is not avoidable with preventative measures, and the injured person has suffered serious health disorders;

24.4. if the accident has occurred in a foreign state, except the case if the accident has occurred to a person who is not employed, but is an employee in accordance with the laws and regulations regarding insurance against accidents at work and occupational diseases.

[*10 December 2013*]

25. An accident shall be investigated by the Inspectorate:

25.1. if the accident has occurred to a person who is not employed but is an employee in accordance with the laws and regulations regarding insurance against accidents at work and occupational diseases;

25.2. if no employment contract has been entered into, but the Inspectorate determines that the injured person has performed the work for the relevant employer;

25.3. if serious health disorders have been established to an injured person, except the cases referred to in Sub-paragraphs 24.2, 24.3 and 24.4 of this Regulation;

25.4. if the death of the injured person has occurred, except the case referred to in Sub-paragraphs 24.2 and 24.4 of this Regulation;

25.5. if the accident has occurred to a person employed in Latvia by a foreign employer and socially insured in Latvia;

25.6. if the accident has occurred to an employee who performs duties with another employer in Latvia upon appointment of the foreign employer;

25.7. if the person injured in the accident and employed by a foreign employer requests an investigation of the accident that has occurred in Latvia.

[*10 December 2013*]

26. If there are doubts that the injured person is a socially insured person, an official of the Inspectorate shall request information from the State Revenue Service which shall immediately provide information regarding whether the injured person is an employee, a self-employed person or is registered as a taxpayer for income acquired from economic activity.

27. An employer shall involve the following persons in investigating the accident:

27.1. a labour protection specialist or a person who performs the duties of the labour protection specialist;

27.2. a trusted representative of employees or a representative of employees;

27.3. other persons, if necessary.

[*10 December 2013*]

28. If an employee who is performing employment or civil service duties upon appointment of the employer with another employer has suffered in an accident, the employer of the employee shall investigate the accident, in addition to the persons referred to in Paragraph 27 of this Regulation involving a person appointed by such employer, with which (in the undertaking territory of which) the injured person performed employment or civil service duties.

[*10 December 2013*]

28.1 If an employee who performed employment duties upon appointment of a foreign employer with another employer in Latvia has suffered in an accident, in addition to the persons referred to in Paragraph 29 of this Regulation a person appointed by such employer shall be involved in investigation of the accident, with which (in the undertaking territory of which) the injured person performed employment duties.

[*10 December 2013*]

29. The Inspectorate is entitled to invite the following persons for investigating an accident:

29.1. the employer or a person appointed by the employer;

29.2. a trusted representative of employees or a representative of employees;

29.3. other specialists, if necessary.

[*10 December 2013*]

30. The persons who are investigating an accident are entitled to request and receive the necessary reference materials from the employer, as well as to request written and oral statements from the employer, employees, witnesses and the injured person in relation to the accident. Oral statements shall be drawn up in writing.

[*10 December 2013*]

31. At the end of an investigation, on the basis of the materials acquired during the investigation, an accident report shall be drawn up in four copies (in printed form), except the case referred to in Parts VI and VII of this Regulation when the accident report shall be compiled in two copies. If serious health disorders or death have occurred to an injured person, an additional copy of the accident report shall be drawn up in the case referred to in Sub-paragraph 6.7 of this Regulation and in the case if information has been acquired during the investigation indicating towards the committing of a criminal offence. If the accident report is prepared in accordance with the laws and regulations regarding drawing up of electronic documents, it shall be prepared as one original of the electronic document.

32. If several employees have been injured in an accident, an accident report shall be drawn up regarding each injured person or deceased person.

33. When drawing up the accident report (Annex 1):

33.1. Paragraphs 3, 4 and 5 shall not be filled in if the injured person is not an employee;

33.2. in Paragraph 6, the circumstances of the accident shall be described, outlining how the accident occurred, describing the workplace and the equipment or installations used, as well as the reasons for the accident and the injury factor (in words) shall be indicated in accordance with Annex 5 to this Regulation;

33.3. if necessary, important additional information shall be indicated in Paragraph 7, including the organisation of the labour protection system of the undertaking or regarding a violation of the labour protection requirements revealed during an investigation which has been a direct cause of the accident, indicating the persons responsible for such violation;

33.4. if the document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents, the column “Akts sastādīts 20\_\_.g. \_\_. \_\_\_\_\_ eksemplāros” [Accident report drawn up on \_\_/\_\_\_/20\_\_. in \_\_\_\_\_copies], and the detail “paraksts” [signature] shall not be filled in.

34. On the basis of the results of an investigation, it shall be indicated in the accident report whether or not the accident is the result of exposure to the working environment factors.

35. It shall be indicated in the accident report that the accident is not a result of exposure to the working environment factors, if it has been ascertained during the investigation that:

35.1. an accident, after which loss of work capacity or death has set in, is in a direct causal link with the use of alcoholic, narcotic, toxic, psychotropic or other harmful substances or products thereof by the injured person, and such accident has not been caused by the use of the abovementioned substances at work or by inappropriate storage or movement of the relevant substances;

35.2. the Inspectorate, taking into account that indicated in the opinion of the medical commission on occupational diseases created by a medical treatment institution (hereinafter – medical commission) regarding the possible link of the death of the person injured in an accident at work with the working conditions (hereinafter – opinion of the medical commission) (Annex 6), has evaluated that the cause of death of the injured person in the workplace is not the result of the exposure to the working environment factors or it is not possible to determine the possible link of the death of the person injured in the accident at work with the working conditions and the risk assessment of the working environment;

35.3. suicide or attempted suicide has been committed and a law enforcement institution attests to it;

35.4. the accident occurred while the injured person was committing a criminal offence and a criminal matter regarding such offence has been initiated, except the case when the injured person is held criminally liable for the violation of road traffic rules while driving a vehicle;

35.5. the accident occurred before or after the working hours, during a specified break in the technological process, lunch break or other break, and no exposure to working environment risk factors has been determined, except in cases when the injured person, in accordance with his or her employment or official duties, was saving another person or property and has prevented the imminent danger;

35.6. the accident occurred during a dispute, and the cause thereof is not related to the fulfilment of employment or official duties.

[*10 December 2013*]

36. If an employer or the Inspectorate receives information regarding termination of the criminal procedures in the case referred to in Sub-paragraph 35.4 of this Regulation due to lack of evidence or due to lack of constituent elements of a criminal offence, or the court has pronounced a judgment of acquittal, the accident report shall be reviewed after the termination of criminal procedures or the coming into effect of the judgment of acquittal, and the compilers of the accident report or other persons authorised by the employer or the Inspectorate shall draw up a new document (if the compilers of the previous accident report cannot draw up a new accident report).

37. If any of the persons who perform investigation of the accident does not agree with the content of the accident report, a relevant note shall be made therein regarding the participation of this person in the investigation with an indication that the abovementioned person does not agree with the accident report which has been drawn up and by the end of the investigation of the accident and the time of signing the accident report a written opinion of the relevant person shall be appended to the accident report, in which the reasons for such position are explained.

[*10 December 2013*]

38. The following investigation materials shall be appended to the first copy of the accident report:

38.1. a document which is justification for the investigation of the accident and the involvement of specific persons in the investigation of the accident;

38.2. a statement regarding the level of seriousness of health disorders;

38.3. explanations of the injured person, employees and witnesses;

38.4. the document referred to in Paragraph 16 of this Regulation if such has been drawn up;

38.5. other documents which describe the accident.

[*10 December 2013*]

39. After investigation of an accident, an employer shall re-evaluate the risks in the relevant workplace and provide for measures for the prevention of causes of accidents in the plan of labour protection measures or in a separate document, indicating the persons responsible for such measures and the time periods for the performance of the measures.

40. An alleviated investigation of an accident shall be permissible in accordance with Parts V, VI, VII, VIII and IX of this Regulation, if:

40.1. the accident which has occurred is a road traffic accident;

40.2. the accident referred to in Sub-paragraph 5.3 of this Regulation is being investigated, in which the risk of infection has been established, but immediate incapacity to work has not set in;

40.3. a loss of work capacity to the injured person has been caused for a period of time from one day to three days;

40.4. the accident has occurred to a professional sportsperson during a sports game, competition or training, when the risk of occurrence of an accident is directly related to the professional activities of the sportsperson and is not avoidable with preventative measures, except when the death of the injured person has occurred;

40.5. the accident has occurred in a foreign state.

[*10 December 2013*]

41. Additional requirements for the investigation of an accident shall be provided for in accordance with Part IV of this Regulation, if serious health disorders are determined in the injured person or if death of the injured person has occurred.

**III. Registration and Recording of Accidents**

42. If an accident is being investigated by an employer, a labour protection specialist or a person appointed by the employer, except the cases referred to in Parts VI and VII of this Regulation when the Inspectorate does not register the accident report, the employer shall, within seven working days after drawing up of the accident report, submit all copies of the accident report with appended materials to the Inspectorate:

42.1. in person;

42.2. sending by post;

42.3. using the special online form available on website www.latvija.lv;

42.4. electronically in accordance with the requirements laid down in the laws and regulations regarding electronic documents.

[*10 December 2013*]

43. [10 December 2013]

44. If the Inspectorate, after receipt of an accident report, determines that the accident has been investigated and the relevant documents prepared without conforming to this Regulation, not all the necessary documents have been appended to the investigation materials or inaccuracies have been determined in the documents, which change or may change the result of the investigation, the Inspectorate is entitled not to register the accident and to send it back to the employer within five working days after receipt of the accident report, or, if the accident report has been submitted for registration electronically, to send electronic notification to the employer that the accident report has not been registered. In such case the Inspectorate shall request:

44.1. to clarify the relevant documents in which inaccuracies have been detected;

44.2. to append additional documents which describe the accident;

44.3. to re-investigate the accident.

[*10 December 2013*]

45. If the Inspectorate in accordance with Paragraph 44 of this Regulation does not register the accident, the employer shall, within 10 working days, eliminate the detected inaccuracies in accordance with the request of the Inspectorate, append additional documents or re-investigate the accident and re-submit or re-send all copies of the accident report with the appended materials to the Inspectorate for registration of the accident.

46. If the Inspectorate determines after re-investigation that the deficiencies in the investigation of an accident and in the preparation of the documents have not been eliminated, the Inspectorate is entitled not to register the accident and to appoint an official of the Inspectorate for a re-investigation of the accident.

47. If an accident has been investigated by an employer, a labour protection specialist or person appointed by the employer, the Inspectorate, after registration of the accident, shall:

47.1. keep one copy of the accident report in the Inspectorate;

47.2. if it has been indicated in the accident report that the accident is the result of exposure to the working environment factors, send one copy of the accident report to the State Social Insurance Agency in printed or electronic form;

47.3. issue the first copy of the accident report with the appended materials and the other copies or, within one working day, send them to the employer. The employer shall keep the first copy of the accident report and the appended materials.

[*10 December 2013*]

48. After receipt of the registered accident report and appended materials, the employer shall, within three working days, issue or send one copy of the accident report:

48.1. to the injured person or the person representing his or her interests;

48.2. if serious health disorders have been determined to the injured person or if death of the injured person has occurred:

48.2.1. in the case referred to in Sub-paragraph 6.7 of this Regulation – to the employer with which (in the undertaking territory of which) the accident has occurred;

48.2.2. together with certified copies of the investigation materials – to the territorial office of the State Police, in operational area of which the accident has occurred, if information indicating towards a possible committing of a criminal offence has been obtained during an investigation. After investigation of the abovementioned documents, the territorial office of the State Police shall take a decision regarding the commencement of criminal procedures or a refusal to commence criminal procedures, or the appending of the documents to the matter and shall inform the person who had submitted the information regarding a possible criminal offence regarding the decision taken.

49. If an accident has been investigated by the Inspectorate, after registration of the accident one copy of the accident report shall remain with the Inspectorate, the Inspectorate shall, within three working days, send the remaining copies as follows:

49.1. the first copy of the accident report with the appended investigation materials – to the employer;

49.2. one copy of the accident report:

49.2.1. to the injured person or the person representing his or her interests;

49.2.2. to the State Social Insurance Agency (in printed form or in the form of electronic document), if it is indicated in the accident report that the accident is the result of exposure to the working environment factors;

49.3. if serious health disorders have been determined to the injured person or if death of the injured person has occurred:

49.3.1. in the case referred to in Sub-paragraph 6.7 of this Regulation one copy of the accident report – to the employer with which (in the undertaking territory of which) the accident has occurred;

49.3.2. one copy of the accident report and certified copies of the investigation materials – to the territorial office of the State Police, in operational area of which the accident has occurred, if such information is acquired during the investigation which indicates towards the possible committing of a criminal offence. After examination of the abovementioned documents, the territorial office of the State Police shall take a decision to commence criminal procedures or to refuse to commence criminal procedures, or to append the documents to the matter and shall inform the person who had submitted information regarding a possible criminal offence regarding the decision taken.

50. After drawing up and registration of an accident report, the employer shall acquaint the injured person or the person representing his or her interests with the investigation materials of the accident.

51. The employer shall, within 30 days after an employee has submitted a temporary sick-leave certificate A, send the notification indicated in Annex 7 to this Regulation to the Inspectorate regarding the losses of the employer due to the accident.

52. Accidents regarding which an accident report has been drawn up shall be recorded by the employer and registered in the Register of Accidents at Work (Annex 8), taking into account that if the accident report has not been registered with the Inspectorate:

52.1. in Column 4 (“Registration Number in the State Labour Inspectorate”) it shall be indicated that the accident report has not been registered with the Inspectorate;

52.2. in Column 9 (“Consequences of the Accident”) it shall be indicated accordingly that the risk of infection exists without the loss of work capacity or that the loss of work capacity does not exceed three days.

53. The Inspectorate shall register and record in the integrated information system of the State Labour Inspectorate all accidents occurring in the state, regarding which an accident report has been drawn up, as well as accidents occurring in foreign states in which persons employed by an employer of Latvia or the persons referred to in Sub-paragraph 25.1 of this Regulation have suffered.

[*10 December 2013*]

54. After registration of an accident the Inspectorate shall classify information regarding the accident. The body part injured in the accident (Annex 3), the type of health disorders caused by the accident (Annex 4), as well as the injury factors (Annex 5) shall be indicated in the information regarding each accident.

55. [10 December 2013]

56. The accident report and investigation materials shall be stored by the employer for 45 years. Afterwards they shall be transferred to the archives in accordance with the requirements laid down in the laws and regulations regarding storage of documents and transfer thereof to the archives.

57. If an injured person or the person representing his or her interests, an employer or another person whose rights or duties are affected by the accident report drawn up, does not agree with the content of the accident report, he or she has the right to appeal it within one month by submitting a respective submission to the director of the Inspectorate. The decision of the director of the Inspectorate may be appealed to a court within one month after entering into effect of the decision.

[*10 December 2013*]

**IV. Additional Requirements for the Investigation of an Accident if the Health Disorders Determined to an Injured Person are Serious or if Death of the Injured Person has Occurred**

58. An employer shall ensure that the police and the Inspectorate is informed by telephone, in writing or electronically regarding an accident without delay when serious or potentially serious health disorders have occurred to the injured person or if the death of the injured person has occurred, indicating the given name, surname, personal identity number, place of residence and position or profession of the injured person, the address of the employer where the injured person has suffered the accident, and the time when the accident occurred, providing a short description of the incident, as well as indicating the contact person and contact telephone number.

59. If serious or potentially serious health disorders have occurred to the injured person or death of the injured person has occurred, the place of the incident shall be kept undisturbed until the commencement of investigation of the accident, if this does not threaten human life or health or the environment, does not cause an accident or fire.

60. If death of the injured person in an accident has occurred, except case where the death of the injured person has occurred in a road traffic accident or an accident that has occurred in a foreign state, the Inspectorate shall conduct an investigation of the accident and prepare an accident report:

60.1. within 30 working days if the opinion of the medical commission is not being requested;

60.2. within 60 working days if the opinion of the medical commission is being requested;

60.3. in exceptional cases within the time period determined by the director of the Inspectorate if it is not possible to receive the necessary documents within the anticipated period of time.

[*10 December 2013*]

60.1 The Inspectorate shall investigate an accident within 30 working days if the injured person has suffered serious or potentially serious health disorders, except case if the injured person has suffered serious health disorders as a result of a road traffic accident, the accident has occurred in a foreign state or the accident has occurred to a professional athlete. Upon investigating an accident in which the injured person has suffered serious health disorders, if it is not possible to receive the necessary documents within the intended time period, the director of the Inspectorate has the right to extend the time period for investigating the accident.

[*10 December 2013*]

61. If an injured person has died during the period of incapacity to work caused by an accident, the time period for investigation shall be counted from the day of death of the injured person if no investigation has been performed previously in connection with the serious health disorders determined in the injured person.

62. The Inspectorate, in addition to that laid down in Paragraph 30 of this Regulation, is entitled:

62.1. to request that the employer:

62.1.1.provides the opportunity to perform technical calculations and laboratory readings, to inspect dangerous equipment, to perform the conformity assessment of the installations and personal protective equipment in accordance with the procedures laid down in the laws and regulations regarding labour protection and market surveillance (expert-examination), to photograph the damaged facilities and the place of the accident, as well as to perform other activities necessary for the investigation;

62.1.2. if necessary, provides the persons involved in the investigation with appropriate protective clothing, footwear and other personal protective equipment;

62.2. to request from State institutions copies of materials related to the investigation of the accident. During criminal procedures, officials may become acquainted with the materials of the criminal procedures, as may persons to whom the officials referred to present the relevant materials in accordance with the procedures laid down in the Criminal Procedure Law;

62.3. in case of death of the injured person to request:

62.3.1. that a medical practitioner organises the transfer of the body of the deceased person to the pathology department of an in-patient medical treatment institution and performs a pathological-anatomical investigation;

62.3.2. that the medical commission examines the investigation materials and provides the opinion of the medical commission.

[*10 December 2013*]

63. During an investigation the employer shall co-operate with the Inspectorate, including officials of the Inspectorate and the invited experts, in all the matters referred to in Paragraph 62 of this Regulation, as well as provide the necessary information and support.

[*10 December 2013*]

64. If the injured person has died in the workplace:

64.1. a medical practitioner or an assistant of the medical practitioner who determines biological death of the injured person, if criminal procedures are not commenced and a direct medical expert-examination is not being performed, shall organise a pathological-anatomical investigation of the deceased;

64.2. the employer shall ensure that the official of the Inspectorate who arrives at the place of the incident, receives information regarding the person who has undertaken the transportation of the deceased person and the contact details of this person (telephone number or address).

65. After receipt of information that an accident has occurred resulting in death of an injured person, an official of the Inspectorate shall, without delay, arrive at the place of the accident and, taking into account the information received in accordance with Sub-paragraph 64.2 of this Regulation, shall, without delay, ascertain the location of the deceased person and whether a pathological-anatomical investigation has been or will be performed.

66. If death of the injured person has been determined, the Inspectorate shall, within one working day, request from the authority performing the pathological-anatomical investigation or a court medical expert-examination of the deceased person a pathological-anatomical report, in which the laboratory investigations are included, or an extract of the opinion of the court medical expert-examination.

67. The authority performing the pathological-anatomical investigation of the deceased person or the court medical expert-examination, shall, within 30 working days after receipt of the request of the Inspectorate, issue the pathological-anatomical investigation report free of charge, in which the laboratory investigations are included, or an extract of the opinion of the court medical expert-examination in which the cause of death is indicated, describing the anatomical changes in the organs, which have caused death, as well as the results of the analyses performed.

68. If a pathological-anatomical investigation or a court medical expert-examination has not been performed, the Inspectorate shall request a statement from the Registry Office regarding the cause of death of the person.

69. After receipt of the pathological-anatomical investigation report, in which laboratory investigations are included, a statement from the General Registry Office regarding the cause of death of the person or an extract of the opinion of the court medical expert-examination, the Inspectorate shall send a request to the medical commission to evaluate the possible link of the death of the person injured in an accident with the working conditions and the influence of working environment risk factors (Annex 9) if the link of the cause of death of the injured person with the exposure to working environment risk factors is not clear, and shall append an opinion form of the medical commission and copies of all investigation materials.

[*10 December 2013*]

70. After receipt of the request to evaluate the possible link of the death of a person injured in an accident with the working conditions and the influence of working environment risk factors, and copies of all investigation materials, the medical commission shall, within 30 working days, examine the documents received, provide an opinion of the medical commission and send it to the Inspectorate.

71. After the end of investigation the persons referred to in Paragraph 23 of this Regulation shall draw up an accident report and, if necessary, in addition to that referred to in Paragraph 38 of this Regulation, shall append the following investigation materials to the first copy thereof, which are connected to the accident:

71.1. documents which describe the accident, including the layout of the site, the scheme, photographic images and video materials of the accident, if any;

71.2. orders, decisions, instructions and other documents related to the accident;

71.3. information regarding the instruction and training of the injured person in labour protection which is related to the accident;

71.4. documents regarding the conformity assessment of the technical condition of facilities, a working environment risk assessment in an undertaking and a plan of preventative measures for labour protection, and materials regarding the analysis of the dangerous or harmful factors of the working environment;

71.5. a copy of the document certifying death;

71.6. a certification of a law enforcement authority if suicide was committed;

71.7. the opinions of specialists and experts;

71.8. the pathological-anatomical report in which laboratory investigations are included, or an extract of the opinion of the court medical expert-examination, in which the cause of death is indicated, describing the anatomical changes to organs which have caused death, and the results of analyses performed;

71.9. the opinion of the medical commission.

[*10 December 2013*]

72. [4 June 2020]

73. An employer shall, within 30 days after receipt of the investigation materials, inform the Inspectorate in writing regarding the measures to be performed for the elimination of the cause of the accident in accordance with Paragraph 39 of this Regulation.

**V. Investigation of an Accident, if a Road Traffic Accident has Occurred**

74. If the accident which has occurred is a road traffic accident, Paragraphs 15 and 16, Sub-paragraph 33.2, Paragraphs 38 and 41, and Part IV of this Regulation shall not be observed.

75. Regardless of the level of seriousness of the health disorders, also in case if death of the injured person has occurred, an accident shall be investigated by the employer (except the case where the injured person is not an employee but is a socially insured person, or in the case referred to in Sub-paragraph 6.8 of this Regulation, if an employment contract has not been entered into and the Inspectorate is not investigating the accident).

[*10 December 2013*]

76. When drawing up the accident report, it shall be indicated in Paragraph 6 thereof that a road traffic accident has occurred, referring to the location where the accident has occurred, the circumstances of the accident shall be described, as well as the injury factor shall be indicated (in words) in accordance with Annex 5 to this Regulation.

77. The following investigation materials shall be appended to the first copy of the accident report:

77.1. a document which is the justification for the investigation of the accident and the involvement of the specific person in the investigation of the accident;

77.2. a statement regarding the level of seriousness of the health disorders or a copy of the death certificate;

77.3. other documents which describe the accident.

[*10 December 2013*]

**VI. Investigation of an Accident if a Risk of Infection has been Determined**

78. If an accident is being investigated, in which a risk of infection has been determined, but the immediate incapacity to work has not occurred, Paragraphs 15, 16, 17, 18, 19, 20, 22, 24, 25, 26, 27, 28, 29, 33, 37, 38, 39, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51 and 54 of this Regulation shall not be observed.

79. An accident shall be investigated and an accident report drawn up by a labour protection specialist or another person appointed by the employer, if necessary, inviting witnesses. The accident report shall be signed by the person investigating the accident and witnesses, if any.

[*10 December 2013*]

80. If an accident has occurred to an employee who has been performing employment or civil service duties on the employer’s appointment with another employer, the accident shall be investigated in accordance with Paragraph 79 of this Regulation by a person appointed by the employer of the employee or a labour protection specialist, as well as involving a person authorised by the employer with which the injured person fulfilled employment or civil service duties.

81. When drawing up an accident report, the following requirements shall be observed:

81.1. in the introduction of the accident report, by marking the level of seriousness of health disorders it shall be indicated that a risk of infection has been determined;

81.2. Paragraphs 3, 4 and 5 of the accident report shall not be filled in if the injured person is not an employee;

81.3. in Paragraph 6 of the accident report, the circumstances of the accident shall be described, outlining how the accident occurred, describing the workplace and equipment used, as well as the causes for the accident shall also be indicated;

81.4. in Paragraph 7 of the accident report it shall be indicated as additional information that immediate incapacity to work has not set in.

82. The accident report shall be drawn up in two copies. If necessary, documents which describe the accident shall be appended to the first copy of the accident report.

83. The accident report shall not be sent to the Inspectorate for registration, but shall be registered in the employer’s Register of Accidents at Work (Annex 8).

84. After drawing up and registration of an accident report, the employer shall acquaint the injured person and the trusted representatives of the person with the investigation materials of the accident.

85. The first copy of the accident report with the appended materials shall be kept by the employer, but the second copy of the accident report shall be issued or sent to the injured person.

86. After investigation of the accident the employer shall evaluate the necessity for a risk re-assessment, re-evaluate the risks (if necessary) and provide for measures for the elimination of the causes of the accident.

87. If the injured person who has come into contact with blood or other fluids, or objects which are infected or may be infected, later has the fact of infection with an infectious disease confirmed with which the risk of infection existed as a result of an accident, and a loss of work capacity sets in, re-investigation of the accident need not be performed, but the accident report drawn up regarding the accident shall be submitted to the medical commission to confirm an occupational disease.

**VII. Investigation of an Accident if the Loss of Capacity to Work to an Injured Person is for a Period from One Day to Three Days**

88. If an accident is being investigated in which the loss of capacity to work to an injured person is for a period from one day to three days, Paragraphs 15, 16, 17, 18, 19, 24, 25, 26, 27, 28, 29, 33, 37, 38, 39, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 54 and 102, as well as Parts V and VIII of this Regulation shall not be observed.

89. An accident shall be investigated and an accident report drawn up by a labour protection specialist or another person appointed by the employer, if necessary, inviting witnesses. The accident report shall be signed by the person investigating the accident and witnesses, if any.

[*10 December 2013*]

90. When drawing up an accident report, the following requirements shall be observed:

90.1. in the introduction of the accident report, by marking the level of seriousness of health disorders it shall be indicated that the health disorders of the injured person are not serious;

90.2. Paragraph 3 of the accident report shall not be filled in;

90.3. Paragraphs 4 and 5 of the accident report shall not be filled in if the injured person is not an employee;

90.4. in Paragraph 6 of the accident report, the circumstances of the accident shall be described, outlining how the accident occurred, describing the workplace and equipment used, and the causes for the accident shall also be indicated;

90.5. in Paragraph 7 of the accident report, it shall be indicated as additional information that the incapacity to work has lasted from one day to three days.

91. The accident report shall be drawn up in two copies. If necessary, documents which describe the accident shall be appended to the first copy of the accident report.

92. The accident report shall not be sent to the Inspectorate for registration, but shall be registered in the employer’s Register of Accidents at Work (Annex 8).

93. After drawing up and registration of an accident report, the employer shall acquaint the injured person and the trusted representatives of the person with the investigation materials of the accident.

94. One copy of the accident report with the appended materials shall be kept by the employer, but the second copy of the accident report shall be issued or sent to the injured person.

95. After investigation of the accident the employer shall evaluate the necessity for a risk re-assessment, re-evaluate the risks (if necessary) and provide for measures for the elimination of the causes of the accident.

**VIII. Investigation of an Accident if the Accident has Occurred to a Professional Sportsperson**

96. If an accident has occurred to a professional sportsperson during a sports games, competition or training when the risk of occurrence of an accident is directly connected with the professional activities of the sportsperson and is not avoidable with preventative measures, except when the death of the injured person has occurred, Paragraphs 15, 16, 33, 38, 39 and 41 and Part IV of this Regulation shall not be observed.

97. If health disorders of the injured person are not serious, in addition to that laid down in Paragraph 96 of this Regulation, Paragraphs 24, 27 and 28 of this Regulation need not be observed and the accident shall be investigated and an accident report drawn up by a labour protection specialist or another person appointed by the employer, if necessary inviting witnesses (except the case where the injured person is not an employee but is a socially insured person, or in the case referred to in Sub-paragraph 6.8 of this Regulation, when an employment contract has not been entered into and when the Inspectorate is investigating the accident). The accident report shall be signed by the person investigating the accident and witnesses, if any.

[*10 December 2013*]

98. When drawing up the accident report (Annex 1):

98.1. Paragraphs 3 and 4 of the accident report shall not be filled in if the injured person is not an employee;

98.2. Paragraph 5 of the accident report shall not be filled in;

98.3. in Paragraph 6 of the accident report, it shall be indicated that an accident has occurred to a professional sportsperson, mentioning whether the accident has occurred during a sports game, competition or training, the circumstances of the accident shall be described, and the injury factor shall be indicated (with words) in accordance with Annex 5 to this Regulation;

98.4. in Paragraph 7 of the accident report it shall be indicated as additional information that the risk of occurrence of an accident is directly linked to the professional activities of the sportsperson and cannot be avoided with preventative measures, if such circumstances exist in the specific case.

99. The following investigation materials shall be appended to the first copy of the accident report:

99.1. a document which is a justification for the investigation of the accident and the involvement of specific persons in the investigation of the accident, if serious health disorders have been determined to the injured person;

99.2. a statement regarding the level of seriousness of the health disorders;

99.3. if necessary, other documents which describe the accident.

[*10 December 2013*]

100. After an accident the employer shall evaluate the necessity for a risk re-assessment, re-evaluate the risks (if necessary) and provide for measures for the elimination of the causes of the accident.

**IX. Investigation of an Accident Occurring in a Foreign State**

[*10 December 2013*]

101. Upon investigating an accident that has occurred in a foreign state, the following requirements shall be conformed to:

101.1. the employer ensures that the Inspectorate is notified without delay regarding an accident that has occurred in a foreign state, using means that are most suitable for the employer, indicating the information referred to in Paragraph 58 of this Regulation;

101.2. the accident is investigated within 30 working days and the accident report is drawn up by a labour protection specialist or another person appointed by the employer in conformity with the documents and materials submitted by the employee, as well as other information at the disposal of the employer, which is related to the accident that has occurred. Foreign public documents shall be submitted in accordance with the requirements laid down in the Document Legalisation Law;

101.3. the documents, materials and information indicated in Sub-paragraph 101.2 of this Regulation is not appended to the accident report;

101.4. Paragraphs 13, 14, 15, 16, 17, 18 and Chapter IV of this Regulation is not applied.

102. The employee who has suffered in an accident in a foreign state shall submit all the documents and materials at his or her disposal to the employer, which confirm the fact of the accident, as well as a document issued by the medical treatment institution regarding the health disorders suffered as a result of the accident.

103. If an accident has occurred in a foreign state to a person who is not an employee but is an employed person in accordance with the laws and regulations regarding insurance against accidents at work and occupational diseases, the person shall submit the documents referred to in Paragraph 102 of this Regulation to the Inspectorate.

**X. Closing Provisions**

104. Cabinet Regulation No. 585 of 9 August 2005, Procedures for Investigation and Registration of Accidents at Work (*Latvijas Vēstnesis*, 2005, No. 126; 2007, No. 37) is repealed.

105. This Regulation shall come into force on 1 January 2010.

106. Accidents the investigation of which has been commenced until 31 December 2013 shall be investigated in accordance with the norms that were in force until 31 December 2013.

[*10 December 2013*]

107. A report on an accident at work may be submitted to the Inspectorate, using the online form available on the website www.latvija.lv, from 4 March 2014.

[*10 December 2013*]

**Informative Reference to European Union Directives**

[*10 December 2013*]

The Regulation contains legal norms arising from:

1) Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work;

2) Council Directive 2010/32/EU of 10 May 2010 implementing the Framework Agreement on prevention from sharp injuries in the hospital and healthcare sector concluded by HOSPEEM and EPSU.

Prime Minister V. Dombrovskis

Minister for Welfare U. Augulis

**Annex 1**

Cabinet Regulation No. 950

25 August 2009

Accident Report No.\_\_\_\_

on accident at work

[ ]  the injured person has died

[ ]  health disorders are serious

[ ]  health disorders are not serious

[ ]  risk of infection

[ ]  accident that has occurred in a foreign state

|  |  |
| --- | --- |
| **1. The accident has occurred**on \_\_/\_\_\_/20\_\_, at \_\_\_\_hrs.\_\_ hour prior to/after the commencement of working hours |  |
|  |
| (address where the accident occurred) |

|  |  |  |
| --- | --- | --- |
| **2. Injured person** |  | , |
|  | (given name, surname, personal identity number) |
| lives at |  |
|  | (address of the place of residence) |

**The position of the injured person** upon fulfilment of which the accident has occurred, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**length of service** in this position \_\_\_ years.

**3. The employer with which (in the territory of which) the accident occurred**

|  |
| --- |
|  |
| (for a legal person – name, for a natural person – given name and surname) |

|  |  |
| --- | --- |
| Registration number or personal identity number |  |
|  | (for a legal person – registration number, for a natural person – personal identity number) |

**4. The employer whose employee has been injured in the accident**

|  |
| --- |
|  |
| (for a legal person – name, for a natural person – given name and surname) |

|  |  |
| --- | --- |
| Registration number or personal identity number |  |
|  | (for a legal person – registration number, for a natural person – personal identity number) |

Number of employees employed by the employer\_\_\_\_

**5. Training in relation to the work during the fulfilment of which the accident has occurred**

[ ]  has been performed

[ ]  has not been performed

**6. Description of the circumstances of the accident, injury factors and causes of the accident**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **7. Additional information** |  |
|  |
|  |

The accident was investigated

from \_\_\_/\_\_\_/\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_ and concluded

that the accident

[ ]  **was** the result of exposure to the working environment factors

[ ]  **was not** the result of exposure to the working environment factors

Accident report drawn up on \_\_\_/\_\_\_\_/\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_ copies.

Investigation was performed by:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | (position) |  | (given name, surname) |  | (signature) |
|  |  |  |  |  |  |
|  | (position) |  | (given name, surname) |  | (signature) |
|  |  |  |  |  |  |
|  | (position) |  | (given name, surname) |  | (signature) |
|  |  |  |  |  |  |
|  | (position) |  | (given name, surname) |  | (signature) |

Telephone number, e-mail of the contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of the investigation materials appended (mark as appropriate):

[ ]  document which is the justification for investigating the accident and involving specific person in investigation of the accident

[ ]  a statement regarding the level of seriousness of the health disorders

[ ]  explanation of the person injured in the accident, witnesses and responsible officials (underline as appropriate)

[ ]  a document which describes the location of the incident (state which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  opinion of the person involved

[ ]  other documents which describe the accident (state which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be filled in by an official of the State Labour Inspectorate

The accident report was registered in the State Labour Inspectorate on \_\_ \_\_\_\_\_\_\_\_\_\_ 20\_\_ with No. \_\_\_\_\_\_\_\_

|  |
| --- |
|  |
| (Address of the State Labour Inspectorate/the Regional State Labour Inspectorate, where the accident report was registered) |

This accident report may be contested within one month by submitting a respective submission to the director of the State Labour Inspectorate (K.Valdemāra ielā 38, k.1, Rīgā, LV-1010).

**Annex 2**

Cabinet Regulation No. 950

25 August 2009

[*10 December 2013*]

|  |  |
| --- | --- |
| Name of the medical treatment institution |  |
| Details |  |
| (stamp) |  |

**Statement Regarding the Level of Seriousness of the Health Disorders of an Employee or Another Person Injured in an Accident at Work, who is Subject to Insurance against Accidents and Occupational Diseases**

|  |  |  |
| --- | --- | --- |
| 1. Issued |  |  |
|  | (name of the statement requester, details) |  |
|  |  |  |
| to | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ upon request of (date when requested) |  |
| regarding the fact that the injured person |  |  |
|  | (given name, surname, position) | , |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| personal identity number |  |  |  |  |  |  | - |  |  |  |  |  | , |  |

|  |  |
| --- | --- |
| has been accepted and examined |  |
|  | (name of the medical treatment institution, date, time) |

2. In accordance with the criteria laid down in Paragraph 19 of Cabinet Regulation No. 950 of 25 August 2009, Procedures for the Investigation and Registration of Accidents at Work (hereinafter – Regulation), the health disorders of the injured person (mark the appropriate with an x):

|  |  |
| --- | --- |
|  | are serious |
|  | are not serious |

3. The body parts injured in an accident (in accordance with the codes laid down in Annex 3 to the Regulation)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4. Type of the health disorders sustained in the accident (in accordance with the codes laid in Annex 4 to the Regulation)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

5. Alcohol content in the blood if the medical treatment practitioner has a reasonable suspicion of alcohol use (mark as appropriate with an x):

|  |  |
| --- | --- |
|  | is not determined |
|  | is determined\_\_\_\_\_\_\_\_ ‰ |
|  | refused to be rested |

6. Effects of narcotic or psychotropic substances if the medical treatment practitioner has a reasonable suspicion of such substance use (mark as appropriate with an x):

|  |  |
| --- | --- |
|  | are not determined |
|  | are determined |
|  | refused to be rested |

|  |  |  |  |
| --- | --- | --- | --- |
| Head doctor (head of department) |  |  |  |
|  | (given name, surname) |  | (signature) |
| Attending physician |  |  |  |
|  | (given name, surname) |  | (signature) |

Place for a seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Note. The details of the document “signature”, “date” and “Place for seal” shall not be completed if the electronic document has been drawn up in conformity with the laws and regulations regarding drawing up of electronic documents.

Minister for Welfare U. Augulis

**Annex 3**

Cabinet Regulation No. 950

25 August 2009

**Classification of Body Parts Injured in an Accident**

|  |  |
| --- | --- |
| Code | Name of the body part |
| 00 | The injured body part cannot be determined |
| 10 | Head (without a detailed listing) |
| 11 | Cephalic and cranial nerves and blood vessels, brain blood vessels |
| 12 | Facial part |
| 13 | Eye (eyes) |
| 14 | Ear (ears) |
| 15 | Teeth |
| 18 | Head, many parts injured |
| 19 | Head, other parts not previously mentioned |
| 20 | Neck (without a detailed listing) |
| 21 | Neck, not including backbone and cervical vertebrae |
| 22 | Neck, other parts not previously mentioned |
| 30 | Back (without a detailed listing) |
| 31 | Back, including backbone and spinal vertebrae |
| 39 | Back, other parts not previously mentioned |
| 40 | Torso and organs (without a detailed listing) |
| 41 | Thorax, ribs (including joints) and shoulder blades |
| 42 | Chest part, including organs |
| 43 | Pelvis and abdominal part, including organs |
| 48 | Torso, many parts injured |
| 49 | Torso, other parts not previously mentioned |
| 50 | Upper extremities (without a detailed listing) |
| 51 | Shoulder and shoulder joints |
| 52 | Arm, including elbow |
| 53 | Hand |
| 54 | Finger (fingers) |
| 55 | Wrist joint |
| 58 | Upper extremities, many parts injured |
| 59 | Upper extremities, other parts not previously mentioned |
| 60 | Lower extremities (without detailed listing) |
| 61 | Hip and hip joint |
| 62 | Leg, including knee |
| 63 | Ankle |
| 64 | Foot |
| 65 | Toe (toes) |
| 68 | Lower extremities, many parts affected |
| 69 | Lower extremities, other parts not previously mentioned |
| 70 | Entire body (without a detailed listing) |
| 71 | Entire body (systemic effect) |
| 78 | Many parts of body injured |
| 99 | Other body parts not previously mentioned |

Minister for Welfare U. Augulis

**Annex 4**

Cabinet Regulation No. 950

25 August 2009

**Classification of the Types of Health Disorders Sustained in an Accident**

|  |  |
| --- | --- |
| Code | Type of health disorder |
| 000 | Type of injury is unknown or has not been indicated |
| 010 | Wounds and superficial injuries |
| 011 | Superficial injuries |
| 012 | Open wounds |
| 019 | Other types of wounds and superficial injuries |
| 020 | Bone fractures |
| 021 | Closed fractures |
| 022 | Open fractures |
| 029 | Other types of bone fractures |
| 030 | Dislocations, strains and sprains |
| 031 | Dislocations and dislocations of spinal vertebrae (subluxations) |
| 032 | Strains and sprains |
| 039 | Other types of dislocations, strains and sprains |
| 040 | Traumatic amputations (loss of body parts) |
| 050 | Brain concussion and internal injuries |
| 051 | Brain concussion and intracranial injuries |
| 052 | Internal injuries |
| 059 | Other types of brain concussion and internal injuries |
| 060 | Burns, scalds and frost-bites |
| 061 | Burns and scalds (thermal) |
| 062 | Chemical burns |
| 063 | Frost-bites |
| 069 | Other types of burns, scalds and frost-bites |
| 070 | Poisoning and infections |
| 071 | Acute poisoning |
| 072 | Acute infections |
| 079 | Other types of poisoning and infections |
| 080 | Drowning and asphyxia (suffocation) |
| 081 | Asphyxia (suffocation) |
| 082 | Drowning and non-lethal immersion |
| 089 | Other types of drowning and asphyxia |
| 090 | Effects of sound and vibration |
| 091 | Acute loss of hearing |
| 099 | Other effects of sound and vibration |
| 100 | Effects of temperature extremes, light and radiation |
| 101 | Heat and sun stroke |
| 102 | Effects of radiation (non-thermal) |
| 103 | Effects of reduced temperature |
| 109 | Other effects of temperature extremes, light and radiation |
| 110 | Shock |
| 120 | Many injuries |
| 999 | Other injuries not previously mentioned |

Minister for Welfare U. Augulis

**Annex 5**

Cabinet Regulation No. 950

25 August 2009

**Accident-Causing Injury Factors**

|  |  |
| --- | --- |
| **10** | **Effects of electric current, contact with heat, cold, with poisonous substances** |
| 11 | Contact with electric spark, effects of lightning |
| 12 | Effects of electric current (contact with electric connectors) |
| 13 | Contact with open flame, a burning object or environment |
| 14 | Contact with a cold, frozen object, environment |
| 15 | Contact with poisonous substances by inhaling them |
| 16 | Contact with poisonous substances by absorbing them |
| 17 | Contact with poisonous substances by swallowing them |
| 19 | Others |
| **20** | **Drowning, sinking, wrapping** |
| 21 | Drowning in a liquid |
| 22 | Burial in a solid substance |
| 23 | Suffocation after contact with gas |
| 29 | Others |
| **30** | **Horizontal or vertical collision with a fixed object (a person in motion)** |
| 31 | Bruising after falling from a height |
| 31 | Bruising sustained by falling (in vertical movement) |
| 32 | Collision with a fixed object (in horizontal movement) |
| 39 | Others |
| **40** | **Effects of objects in motion** |
| 41 | Effects of a flying object |
| 42 | Effects of a falling object |
| 43 | Effects of a suspended, swinging object |
| 44 | Effects of a rotating, moving object |
| 45 | Collision with moving objects, also vehicles (the injured person is in motion) |
| 46 | Others |
| **50** | **Contact with a sharp, pointed, rough, uneven object** |
| 51 | Contact with a sharp object (knives, blades) |
| 52 | Contact with a pointed object (nails, needles) |
| 53 | Contact with an uneven, rough object |
| 59 | Others |
| **60** | **Pulling in, squeezing in** |
| 61 | Pulling in, squeezing in the interior of a device, object |
| 62 | Pulling in, squeezing under a device or other object |
| 63 | Pulling in, squeezing in between objects |
| 64 | Pulling in, squeezing or amputation of arms, legs, fingers |
| 69 | Others |
| **70** | **Physical or mental strain, stress** |
| 71 | Physical strain in the muscle and skeletal system |
| 72 | Physical strain due to the effects of noises, light, radiation |
| 73 | Mental strain, stress or shock |
| 79 | Others |
| **80** | **Attack by people or animals** |
| 81 | Animal bite |
| 82 | Insect bite, sting |
| 83 | Physical effects of other persons (for example, a hit, push, strangulation) |
| 89 | Others |
| **99** | **Others** |

Minister for Welfare U. Augulis

**Annex 6**

Cabinet Regulation No. 950

25 August 2009

|  |
| --- |
|  |

(name of the medical commission in occupational diseases of a medical treatment institution, details)

**Opinion No. \_\_\_\_\_\_\_**

**Regarding the Possible Link of the Death of a Person Injured in an Accident at Work with the Working Conditions**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  |  |  |  |  |  |  |  |  |  |
|  | day | month | year |
| Given name, surname |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal identification number |  |  |  |  |  |  | - |  |  |  |  |  |

|  |  |
| --- | --- |
| Documents submitted |  |
|  |

|  |  |
| --- | --- |
| Additional documents requested |  |
|  |

The commission determined that the occurrence of death of the person injured in an accident, in the workplace:

 is linked to the effects of the working environment

 is not linked to the effects of the working environment

 it is not possible to evaluate the connection to the effects of the working environment

|  |  |
| --- | --- |
| Short justification |  |
|  |
| Notes |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson of the committee |  |  |  |
|  | (given name, surname) |  | (signature) |
|  |  |  |
| Members of the committee: |  |  |  |
|  | (given name, surname) |  | (signature) |
|  |  |  |  |
|  | (given name, surname) |  | (signature) |
|  |  |  |  |
|  | (given name, surname) |  | (signature) |

Date \_\_\_\_\_\_\_\_\_\_\_\_

Note. The details of the document “date” and “signature” shall not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Welfare U. Augulis

**Annex 7**

Cabinet Regulation No. 950

25 August 2009

[*4 June 2020*]

**Notification Regarding Losses of the Employer due to an Accident at Work**

Duration of the temporary incapacity to work of an employee injured in an accident at work regarding which an accident report No. \_\_\_\_\_\_\_\_ was drawn up

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (given name, surname)

(sick-leave certificate A) \_\_\_days (from \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_\_).

with which the following losses are connected:

payment of sick-leave certificate: EUR \_\_\_\_;

value of the damaged production devices, instruments, destroyed buildings and structures (underline as appropriate): EUR \_\_\_\_;

other losses of the employer (for example, costs of the replacement of the employee, training costs):

|  |
| --- |
|  |
|  |
|  |

At the time of providing the notification the incapacity to work (mark as appropriate):

 is in effect

 is not in effect

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  |  |   |
|  | (given name, surname) |  | (signature) |

Place for a seal

\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Note. The details of the document “signature”, “date” and “Place for seal” shall not be completed if the electronic document has been drawn up in conformity with the laws and regulations regarding drawing up of electronic documents.

Minister for Welfare U. Augulis

**Annex 8**

Cabinet Regulation No. 950

25 August 2009

**Register of Accidents at Work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Date | Registration number in the State Labour Inspectorate\* | Injured employee’s | Brief description of the accident and its causes | Consequences of the accident |
| when the accident occurred | when the accident report was drawn up regarding an accident | given name, surname | personal identity number | position |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

Note.\* It shall be indicated whether an accident report regarding an accident at work has been registered with the State Labour Inspectorate. If an accident report has been drawn up regarding an accident at work when the risk of infection existed, or the incapacity to work lasted from one day to three days, and the accident report has not been registered with the State Labour Inspectorate, it shall be indicated in this column that the accident report has not been registered with the State Labour Inspectorate.

Minister for Welfare U. Augulis

**Annex 9**

Cabinet Regulation No. 950

25 August 2009

To the Medical Commission on Occupational Diseases

|  |
| --- |
|  |

(address)

the State Labour Inspectorate

|  |
| --- |
|  |
| (Address of the State Labour Inspectorate/the Regional State Labour Inspectorate, where the accident report was registered) |
| details(stamp) |  |
|  |

Request to Evaluate the Possible Link of the Death of a Person Injured in an Accident at Work with the Working Conditions and Influence of Risk Factors of the Working Environment

in accordance with Paragraph 69 of Cabinet Regulation No. 950 of 25 August 2009, Procedures for Investigation and Registration of Accidents at Work.

|  |  |
| --- | --- |
| Workplace where the accident occurred |  |
|  | (address) |

|  |  |
| --- | --- |
| The employer with which (in the territory of which) the accident occurred |  |
|  | (for a legal person – name, |
|  |  |
|  | for a natural person – given name, surname) |
| Registration number or personal identity number |  |
|  | (for a legal person – registration number, |
|  |  |
|  | for a natural person – personal identification number) |
| Link of death of the employee injured in an accident |  |
|  | (given name, surname, |
|  |  |
|  | personal identity number) |

who has died in the workplace, with the working environment and the exposure to working environment risk factors is not unequivocally clear. Please examine the investigation materials of the accident and provide an opinion regarding the possible link of the death of the person injured in the accident at work with the working conditions.

The investigation materials appended

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Request completed by |  |
|  | (given name, surname and position of the official of the State Labour Inspectorate) |
| Contact information (telephone number, e-mail) |  |
|  |

\_\_\_/\_\_\_/\_\_\_ (date)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note. The details of the document “date” and “signature” shall not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Welfare U. Augulis