

# **Workplace Accident Reporting and Investigation**

## **Overview**

The service handles situations where any accident occurs in a factory or other places or process or operation to which the provision of the Factories Act apply; whereby;

- Loss of life is caused to a person employed in that factory
- Any person is disabled for more than three days from earning full wage at the work at which he was employed; or which is the one of the classes of dangerous occurrences specified in the Act, written notice of the accident in the prescribed form and accompanied by prescribed particulars shall be forthwith be sent to the chief inspector.

Subsequent to the reporting of the accident an investigation shall be conducted immediately. The investigation will entail Interviews, Acquisition of victim and witness statements, observation, review of documents and sampling. Failure to comply with statutory requirement may lead to legal proceedings against the offender

## **Who is eligible?**

Employers and employees prescribed under the Factories Act

## **How do I get this service?**

- Immediately report an accident or dangerous occurrence in a prescribed form (OHS form 60) which can be obtained from Department of Occupational Health and Safety (DOHS)
- Upon receiving the notification the DOHS will release a team to conduct investigation of the accident / dangerous occurrence and subsequently come up with recommendations to avert recurrence

## **What supporting documents are required?**

- Qualifications of the victim and some colleagues
- Employment contract
- Identification documents
- Insurance certificate
- Reports for examinable plant
- Materials safety data sheets and maintenance record of machines

## **How long will this service take?**

Fourteen (14) working days

## **How much does it cost?**

No cost

## **Where can I get more information on this Service**

**OHS Offices' Contact Numbers**

Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Private Bag 00241 Block 8, Government Enclave Gaborone Tel. (+267) 3732700 Fax. (+267) 3952261	Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Private Bag F422 1st Floor, Ntshe House Conner Guy and St Patrick Streets Francistown Tel. (+267) 2417739 Fax. (+267) 2417740
Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Private Bag 157 Integrated Block, Rural Administration Centre Maun Tel. (+267) 6862463 Fax. (+267) 6860486	Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Plot 3114 1st Floor, Century House Corner of Letsholathebe Street and 1st Khama Avenue Lobatse Tel. (+267) 5300118 Fax. (+267) 5200123
Occupational Health and Safety Department Tel. (+267) 2610288 Fax. (+267) 2610287	

Ministry of Employment Labour Productivity and Skills Development

Private Bag 11

Plot 2574

1st Floor above Department of Tourism

Selebi-Phikwe

Opening hours: 07:30 to 12:45, and 13:45 to 16:30 Monday to Friday, except public holidays.