

15.2.2021

## Q&A New Occupational Accident Notification Procedure

### Accidents and Injuries

**1 If I am seriously injured and unable to complete an accident notification immediately, what should I do?**

The contact person of occupational accidents will complete the "Accident Notification.pdf" on your behalf. This file will also be made available on the State Treasury website. We will also send the file to the contact persons for occupational accidents.

**2. I am completing an Accident Notification myself and I have a question about, e.g. a payment commitment. Is information provided on the form about which boxes to fill out or a link to the contact person/a telephone number I can call for assistance completing the notification?**

[vahko.tapaturmat@valtiokonttori.fi](mailto:vahko.tapaturmat@valtiokonttori.fi), Tel. +358 29 550 2738

### Contact person for occupational accidents/Employer

**1. Is it the case that the employer does not receive a decision? Will there be a notification even if it is rejected?**

Under the law, the employer receives a decision when the matter is one of granting or refusing compensation for a loss of earnings for the period for which the employer has paid salary or when the employer has paid medical expenses on behalf of the injured party.

**2. If there is an error in the notification, such as the wrong date, how can this be corrected?**

The date cannot be changed, but the correct date can be entered into the "additional information" text field. An error in the date on which an accident occurred may affect, for example, the granting of benefits.

**3. Is it possible to send an incomplete notification to be completed by the injured party? Is the only option to request that a new application be completed?**

If there are only minor errors, these can be amended in the "additional information" text field. However, if there are significant errors, the notification needs to be completed again in its entirety.

**4. Will the State Treasury compensate the injured party, for any medical expenses etc., only after receiving a confirmation from the employer?**

In clear-cut, urgent cases, payment can be made before confirmation is received from the employer.

### E-Service

**1. How is strong identification and authentication handled when more than one agency has the same business ID?**

If more than one agency has the same business ID, the mandate can be separated by a qualifier. The qualifier is added when the mandate is granted. The Agency's agency code is used as the qualifier (<https://www.palkeet.fi/media/tahti/vsto2021.pdf>). If a qualifier is added to the mandate, the representative can only process and view accident notifications from the agency denoted by the qualifier in the e-service.

**2. Does the electronic notification procedure also apply to students in occupational accident situations?**

Yes, the notification procedure is the same as for those in an employment relationship.

**3. How long are notifications stored in the E-Service? How soon should the notification be stored in the Agency's archives?**

The contact person for occupational accidents saves the notification as a .pdf file as soon as it has been approved. After the notification has been submitted, the contact person for occupational accidents can no longer open it in the E-Service.

**4. Are there also instructions for employees in English?**

Yes. The E-Service is also available in English and Swedish. You can always change the language in the upper right corner of the page.

**5. What is the procedure for occupational accidents occurring abroad?**

The procedure is the same for occupational accidents occurring abroad.



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## Certificates/Receipts etc.

**1. Does the employer first have to issue its own confirmation for an employee's notification to be considered or, for example, for a payment commitment to be made? What are the time limits for making a notification and issuing confirmation?**

If the case is clear-cut, the commitment can be made before the employer issues its confirmation. While the employer must issue a confirmation within 10 working days, the confirmation is ideally issued as soon as possible in order for the matter to proceed.

**2. Does the insurance certificate need to be delivered to e.g. Mehiläinen if it is the occupational health care provider?**

No. We have an electronic service channel with the largest private health care institutions/medical centres.

**3. Can attachments, e.g. receipts, be sent by mail if the injured party cannot deliver them electronically?**

Receipts do not need to be sent to the State Treasury, but they should be kept for one year.

**4. Does the injured party attach any attachments themselves when submitting the notification?**

If the injured party has, for example, a medical certificate or prescription, they should be attached to the notification.

**3. If, while performing a medical examination, a physician says that a leg/foot must be operated on and the injured party has already completed the accident notification, how does the injured person submit a payment commitment request?**

The attending physician submits a payment commitment request to the State Treasury and the State Treasury then processes the matter and issues a response.

## Statutory Obligations

**1. Is the recommended notification time still no more than 10 days?**

Yes, this deadline is a legal requirement.

**2. An employee leaves their main workplace and stops off at another workplace for which they have an outside employment permit. When leaving this second workplace, the employee falls and injures themselves. Does this count as an occupational accident at their primary workplace?**

No, the accident must be processed by the secondary employer's insurance provider.

**3. Am I covered for accidents occurring when traveling to and from a hotel and a training site?**

Yes.

**4. Within what timeframe does a person need to submit a notification?**

According to the law, the injured party must notify the employer as soon as the circumstances allow. The matter must be instituted no later than 5 years after the date on which the accident occurred.

**5. A notification of an occupational accident has been sent to the State Treasury but it is rejected. Will the cost of a completed medical report be covered regardless of this rejection?**

In the case of legal rejection (e.g. based on the circumstances), no medical expenses will be paid. In the case of rejection on medical grounds, the costs of any necessary investigations can be paid.

**6. What if a soldier is registered in 'location A', where he or she lives with his or her family, but is also stationed and living in rented accommodation in 'location B'? Is the soldier covered for accidents occurring between his or her home ('location B') and workplace?**

The cover is valid between their home ('location B') and a fixed workplace. The cover is also valid on, for example, Sundays, when the soldier returns from his or her family home ('location A') to his or her place of work



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**7. Am I covered if I slip and injure myself outside my workplace while going to or returning from recreational exercising at a nearby gym during my work break?**

No. You are only covered for recreational exercise done in the immediate vicinity of your workplace. Fitness exercise is regulated separately, and the insurance only covers compulsory fitness exercise in certain professions.

**8. Coronavirus as an occupational illness: does this count as a normal workplace illness, i.e. if the person is infected while at work?**

Yes, if the exposure can be associated with the person's job and the person has not been exposed, for example, in family circles or otherwise during their free time.

## Remote work

**1. The employer offers a recreational exercise programme and encourages its use during remote work. Does this affect the coverage if an accident occurs during recreational exercise in working hours?**

Only accidents occurring while carrying out work tasks are covered when working remotely, i.e. breaktime/recreational exercise is not covered during remote work.

**2. Nowadays, so-called 'walking meetings' are increasingly popular – am I covered if an accident happens in this kind of situation? Does it matter whether the walking meeting started at a remote workplace or the employer's premises?**

If the employer or team has agreed to organise a meeting as a walking meeting and determined its location, the matter is one of carrying out a work task, and the employee is covered for accidents occurring during the meeting.

**3. If I suddenly become ill during working hours while working remotely and need to travel to an occupational healthcare provider, is this journey covered?**

Yes, you are covered if you suddenly become unwell during the working day and leave your place of work to go to an occupational healthcare provider. The nature of the illness determines whether it can be considered a sudden/acute illness requiring immediate treatment, e.g., a common cold is not considered as an acute illness.

**4. Is there space on the new form for specifying if a person is working remotely when an accident occurs?**

It is a good idea to use the "additional information" text field to state if an accident occurred when working remotely.

