1. **Background**  
It is the policy of the Technion’s management to take steps to prevent work accidents and occupational diseases, to the extent possible. However, there are incidents in which either a work accident or an occupational disease might occur. In such an incident, the injured person should be treated rapidly and optimally; and the incident should be investigated as quickly as possible, in order to take steps to prevent reoccurrence.

2. **Objectives**  
The purpose of this regulation is to establish regulations for reporting and handling of accidents and injuries at work, occupational diseases and dangerous situations at work.

3. **Definitions**  
3.1. **Safety** – Control of risks and limitation (reduction) of workplace risks and/or those associated with a certain process, in order to prevent work accidents and occupational diseases and to reduce the damage resulted therefrom.

3.2. **The Greater Technion Area** – the Technion, Israel Institute of Technology and the Technion Research and Development Foundation Ltd.

3.3. **Unit** – A faculty, department, institute, division, research center, the Technion’s general warehouse.

3.4. **The Safety and Health Unit** – The Technion’s body that deals with the field of safety in the workplace.

3.5. **An Appropriate Level of Safety** – The level of safety, as required by the Law and the existing regulations, provisions and orders of the Technion.

3.6. **Accident** – A one-time event, where the potential of a risk factor or a hazard came to fruition, resulting in damage to health, property and/or the environment.

3.7. **Work accident** – An accident occurring during and as a result of work performed by an employee of the Technion or acting on the latter’s behalf as a result of which the employee was absent from work for more than 3 days, as defined by the Labor Control – Accidents and Occupational Diseases Ordinance – 1945.
3.8. **Employee** - A person involved in an employee-employer relationship with the Technion, including temporary employees.

3.9. **Occupational Disease** – as defined by the Law. A disease contracted by the employee as a result of his work at the Technion or on the latter’s behalf, subject to the appropriate authorization to be issued by the Institute of National Insurance (INI).

4. **Authority and Responsibility**

4.1. **The Technion’s Management**
The management of the Technion is responsible for compliance with this regulation, on all levels subordinated to the latter.

4.2. **Deans/ Heads of Units/Administration and Divisions**
These are responsible to report any incident, work accident or an occupational disease, in the areas under their responsibility, as soon as possible from their becoming aware of the incident.

4.3. **Human Resources Division**
The HR Division is responsible for the handling of the matter, reporting to the INI and monitoring the condition of the injured employee.

4.4. **The Employee**
It is the responsibility of the employee to immediately report any injury at work or a change in his/her health condition, which might have an effect on his/her work and to present all the authorizations required by various entities at the Technion.

4.5. **The Safety and Health Unit**
It is the responsibility of the Safety and Health Unit to collect all the information with respect to work accidents and occupational diseases, to report to the management entities at the Technion and to external entities, as required by the regulations. In addition, the Unit will investigate accidents and incidents, as required.

5. **The Method and Essence**

5.1. **Injury on the Premises of the Technion and Real-Time Treatment**

5.1.1. The injured person will immediately notify the injury at work to his/her direct superior and will contact the clinic/paramedic, in order
to obtain treatment. If there is no need for referral for treatment outside the Technion, the clinic/paramedic will notify the employee’s direct superior, the head of the Safety and Health Unit and the HR Division, by means of the online form.

5.1.2. Once the treatment of the employee is completed or in the course thereof (if possible), the paramedic/head/head of Administration will report the incident to the Safety and Health Unit, by telephone.

5.1.3. If the need arises for referral of the injured person for treatment outside the Technion, the Safety and Health Unit will provide the employee with INI Form No. 250/ר/א (this form is required for presentation at the medical service to which the employee is referred and they will provide the employee with “a preliminary certificate for an person injured at work”, on the basis of such Form). Accordingly, the Unit will notify those listed under paragraph 5.1.1 as well as the Vice Present and Director General, the Director General Operations and the HR Deputy Director General.

5.1.4. The Safety and Health Unit will conduct an investigation of the injury incident as soon as possible and will conduct the handling of the matter vis-à-vis the Ministry of Labor, as required by the Law.

5.1.5. The HR Division will report to the Safety and Health Unit, with respect to any employees who have been absent for more than 3 days, as a result of the injury. In addition, the Division will continue monitoring the injured person and his/her condition, with respect to his/her rights.

5.1.6. As part of the investigation of the incident, the Safety and Health Unit will forward to the Unit/Faculty Director the form for reporting an injury as a work/ hazardous incident, which can be obtained on the internet site. The Unit director will fill out the form, sign it and submit it to the Safety and Health Unit.

5.2. Injury Outside the Technion

5.2.1. An employee injured during the course of work, outside the Technion and has received medical treatment, will report the accident to his/her direct superior.
5.2.2. The head of Administration or his/her representative will contract the Safety and Health Unit, in order to obtain the 250 \( \text{ב/ל} \) Form. The Safety and Health Unit will report the accident to the HR Division.

5.2.3. The HR Division will conduct a follow-up of the employee and notify the latter with respect to his/her rights.

5.2.4. The Safety and Health Unit will carry out an investigation of the accident and will conduct the handling of the matter vis-à-vis the Ministry of Labor, if required.

5.2.5. Upon the employee’s return to work, he/she should submit the original documents of the incident to the HR Division at the Technion and the HR Division at the Research and Development Foundation.

5.2.6. The HR Division will fill out the INI Claim Form (No. 211 \( \text{ב/ל} \)) (Notification of Injury during Work and an Accident Pay Claim).

5.2.7. The Division will handle the claim and follow-up the progress made in its handling.

5.3. Injury on the Premises of the Technion and a Post Factum Application

5.3.1. An employee who has been injured on the premises of the Technion and did not apply to the clinic immediately thereafter, will be referred by the head of the unit to the person in charge of the Safety and Health Unit, who will investigate the details of the incident and if justified, will fill out the INI Form No. 250 \( \text{ב/ל} \).

**The post factum authorization will be issued only and solely by the Safety and Health Unit.**

5.3.2. The Safety and Health Unit will notify the direct superior and the HR Division, via the online form.

5.3.3. The consequent actions will be identical to those described under paragraphs 5.2.3-5.2.5 heretofore.

5.4. An Occupational Disease – an employee who has encountered a medical problem, which is ostensibly associated with his/her job, will apply to the HR Division in order to obtain the 250 \( \text{ב/ל} \) Form. The employee will contact his/her attending physician, with the above-mentioned form, in order to obtain medical authorizations; and s/he will return to the HR Division, with the original authorizations, in order to fill
out the 211/ח Form. The subsequent actions will be conducted in accordance with paragraphs 5.1 and 5.2 heretofore.

5.5. Recoding and Reporting to Outside Entities

5.5.1. The HR Division will submit the employee’s 211/ח Form to the Payroll Management Unit in order to complete the salary information. Upon receipt of the data from the Payroll Unit, the HR Division will send the Form and the medical authorization to the INI – Work Accidents Department.

5.5.2. Once in a quarter, the HR Division will conduct follow-up of the handling of claims submitted by the Technion, to the INI. In light of such follow-up, memorandums will be sent to the INI regarding the status of the handling of claims. A copy of the 211/ח Form will be submitted to the Budget Division. The latter will report the incident to the insurance company.

5.6. Payment to the Injured Person

5.6.1. If the INI recognized the claim, the person in charge of attendance will credit the employee’s account with the sickness days for which he/she was charged.

5.6.2. The injury pay paid by the INI will be credited to the Technion’s account.

5.6.3. An employee who has been absent for a period exceeding 13 weeks will not be eligible for a salary from the Technion, but will directly claim an disability pension from the INI.

6. Application and Validity

6.1. This Regulation applies to all the greater Technion units and includes all of the Technion units and secondary sites.

6.2. This Regulation is effective as of its publication date.

7. References


7.2. Work Safety Regulations (Safety and Health in Use of Hazardous Substances, in Chemical and Biological Laboratories) 5761-2001
7.4. Labor Safety Regulations, Accidents and Occupational Diseases (Notification) – 1945, notification regarding an accident or a hazardous case at the workplace.
7.5. Safety and Health Organization and Control at the Technion – Regulation No. 07-0101.

8. **Appendices**
   a. **Appendix a**- Injury on the premises of the Technion – Real Time Application for Treatment.
   b. **Appendix b**- An injury outside the Technion.
   c. **Appendix c**- An injury on the premises of the Technion and a post factum application.

Zehava Laniado,
Deputy Director General of Operations

This regulation is valid and controlled only in its computerized version that appears on the Technion site -- > Organization and Methods Unit -- > Technion Regulations
## Appendix a- Injury on the Premises of the Technion – Real Time Application for Treatment

<table>
<thead>
<tr>
<th>Injury of an employee on the premises of the Technion</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The direct superior is notified</td>
<td></td>
</tr>
<tr>
<td>Referral for treatment at the Technion’s clinic</td>
<td></td>
</tr>
<tr>
<td>The injured person</td>
<td></td>
</tr>
<tr>
<td>The incident is reported to the Safety and Health Unit – by phone</td>
<td></td>
</tr>
<tr>
<td>Head of Unit/Administration</td>
<td></td>
</tr>
<tr>
<td>Employee’s examination</td>
<td></td>
</tr>
<tr>
<td>The Technion’s Clinic</td>
<td></td>
</tr>
</tbody>
</table>

### Is there a need for referral for treatment outside the Technion?

<table>
<thead>
<tr>
<th>Yes</th>
<th>The employee is provided with Form No. 250/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>The Health and Safety Unit</td>
</tr>
</tbody>
</table>

**No**

One or more of the following entities is kept up-to-date (by means of the online form)

1. The director superior
2. Director of the Health and Safety Unit
3. The HR Division

The Safety and Health Unit/Technion Clinic

- Follow-up of the injured person’s condition
- Report to the Safety and Health Unit if an employee has been absent from work for more than 3 days, due to the injury
- Reporting the incident to the Vice-President and Director General, the Deputy Director, Operations, Deputy Director HR
- Conducting an investigation of the injury incident
- Handling vis-à-vis the Ministry of Labor
- Forwarding the Injury at Work/Hazardous Incident Form to the Head of the Unit

The Safety and Health Unit

The Form is filled out, signed and forwarded to the Safety and Health Unit

The Head of the Unit

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## Appendix b- Injury Outside the Premises of the Technion

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury of an employee outside the premises of the Technion</td>
<td></td>
</tr>
<tr>
<td>Obtaining medical treatment outside the Technion and reporting the accident to the director superior</td>
<td>The injured person</td>
</tr>
<tr>
<td>Applying to the Safety and Health Unit in order to obtain the ב/ל 250 Form</td>
<td>The Head of the Administration/his/her representative</td>
</tr>
<tr>
<td></td>
<td>The Safety and Health Unit</td>
</tr>
<tr>
<td>Follow-up of the injured person and keeping the employee up-to-date with respect to his/her rights</td>
<td>Conducting an investigation of the accident and handling the matter vis-à-vis the Ministry of Labor, if required.</td>
</tr>
<tr>
<td>The Technion HR Division/The Technion Research and Development Foundation</td>
<td>The Safety and Health Unit</td>
</tr>
<tr>
<td>Submitting the original medical documents of the incident to the Technion’s HR Division/ the HR Division at the Technion Research and Development Foundation</td>
<td>The injured person</td>
</tr>
<tr>
<td>Filling of the INI claim Form No. ב/ל 211</td>
<td>Handling and follow-up of the claim</td>
</tr>
<tr>
<td>The HR Division at the Technion/ at the Technion Research and Development Foundation</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix c- Injury on the Premises of the Technion - a Post Factum Application

<table>
<thead>
<tr>
<th>Injury of an employee on the premises of the Technion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for treatment/Referral to a medical service several days after the accident</td>
</tr>
<tr>
<td>The injured person</td>
</tr>
<tr>
<td>The injured person is referred to the Safety and Health Unit</td>
</tr>
<tr>
<td>The Head of the Unit</td>
</tr>
<tr>
<td>Conducting an investigation of the injury incident and filling out the 250ו/א Form for the injured person, if necessary</td>
</tr>
<tr>
<td>The Safety and Health Unit</td>
</tr>
</tbody>
</table>

Is there a need for completing the 250ו/א Form?

- Handling the matter vis-à-vis the Ministry of Labor
- Updating the direct superior and the HR Division, on the online form
- The HR Division at the Technion/ at the Technion Research and Development Foundation
- Follow-up of the injured person and keeping the employee up-to-date with respect to his/her rights
- The Technion HR Division/The Technion Research and Development Foundation
- Submitting the original medical documents of the incident to the Technion’s HR Division/ the HR Division at the Technion Research and Development Foundation
- The injured person
  - Completing the INI claim Form No. 211ו/א
  - Handling and follow-up of the claim
- The HR Division at the Technion/ at the Technion Research and Development Foundation

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