APPROVED
by Order No. R-375 of 27 June 2018
of the Chancellor of Vilnius University

THE DESCRIPTION OF THE PROCEDURE FOR THE INVESTIGATION, REGISTRATION, AND RECORD-KEEPING OF ACCIDENTS INVOLVING VILNIUS UNIVERSITY STUDENTS AND UNCLASSIFIED STUDENTS DURING THE STUDY PROCESS

CHAPTER I
GENERAL PROVISIONS

1. The Description of the Procedure for the Investigation, Registration, and Record-Keeping of Accidents Involving Vilnius University Students and Unclassified Students During the Study Process (hereinafter the 'Description') regulates the procedure for the registration, investigation, and record-keeping of accidents involving Vilnius University (hereinafter the 'University') students and unclassified students (hereinafter the 'Students').

2. Terms used in this Description:

2.1. **Accident** – an event that has caused a student's injury and made it impossible for them to attend lectures for at least one day, or that resulted in the death of a student.

2.2. Other terms used in this Description are consistent with the terms used in the Republic of Lithuania Law on Safety and Health at Work and other legal acts regulating occupational safety and health.

3. The provisions of this Description shall apply if an accident involves a student:

3.1. during the contact hours of the student;

3.2. travelling to or from the place of training internship;

3.3. who was temporarily sent abroad by the University. In this case, the material about the accident shall be provided by the embassies and diplomatic missions of the Republic of Lithuania located in the countries where the accident occurred;

3.1. during various student sports and art group events organised by the University, whether they took place on or outside the University's territory, as well as when travelling to or from such events.

CHAPTER II
REPORTS ON ACCIDENTS

4. In the event of an accident, a student who has suffered an injury or, if they are unable to do so, any other member of the University community who witnesses an accident must report the accident to the supervisor of the class or event (lecturer, internship supervisor, etc.), who must report the accident to the head of the University's core academic unit where the student is studying (hereinafter the 'Unit') and the Civil and Occupational Safety Service of the Central Administration of the University (hereinafter the 'Civil and Occupational Safety Service').

5. Students and University staff must immediately provide first aid to the injured student and call the general emergency number 112 for emergency medical assistance. In the event of an accident in which a student has suffered a serious bodily injury or a life-threatening injury, it is mandatory to call the general emergency number 112 and, until officials arrive at the site, if there is no threat to the health or life of the person, not to disturb the site of the accident. If other persons are at risk, the head of the unit shall instruct everyone to leave the site.

6. The head of the Unit shall preserve the site and the condition of the facilities until the start of the investigation as they were at the time of the accident. The necessary changes may be made only if failing to do so would pose a risk to the life or health of people nearby. The site and/or the condition of the facilities must be documented in writing and graphically, photographed, or filmed.

7. The head of the Unit shall immediately report the fatal accident occurring during the study process by phone and email (indicating the victim's name, surname, accident site, time, address, and contact persons):

7.1. to the territorial prosecutor's office;

7.2. to the parents or relatives of the victim.

8. The Head of the Civil and Occupational Safety Service shall immediately report the fatal accident occurring during the study process by phone and email (indicating the victim's name, surname, site, time, address, and contact persons):

8.1. to the Ministry of Education, Science and Sport of the Republic of Lithuania;

8.2. to the territorial division of the State Labour Inspectorate.

CHAPTER III
ESTABLISHMENT OF AN ACCIDENT INVESTIGATION COMMISSION, ITS RULES OF PROCEDURE, INVESTIGATION, AND FORMALISATION OF THE INVESTIGATION RESULTS

9. In the event of an accident, an accident investigation commission shall be established by an order of the head of the Unit, consisting of the employer's authorised person for occupational safety and health appointed by the head of the Unit, an employee from the Civil and Occupational Safety Service (the chairperson of the commission), and a representative of the Students' Representation of the Unit.

10. The investigation of a fatal accident shall be carried out by a commission established by an order of the Chancellor of the University, consisting of the Head of the Unit (the chairperson of the commission), a person appointed by the Pro-Rector for Studies of the University, an employee of the Civil and Occupational Safety Service of the University, and a representative of the Students' Representation of Vilnius University. A legal representative of the injured student may also participate in the investigation.

11. The objectives of the accident investigation shall be as follows:

11.1. to identify the circumstances that existed or emerged at the time of the accident that led to the accident;

11.2. to determine the causes of the accident;

11.3. to establish preventive measures to prevent similar accidents.

12. The commissions referred to in Items 9 and 10 of the Description (hereinafter the 'Commission' or 'Commissions'), in the course of the investigation of an accident, including a fatal accident, shall:

12.1. hear the oral explanations of the witnesses;

12.2. if necessary, obtain written statements from the injured student, and, if possible, from the witnesses;

12.3. examine other material relating to the accident;

12.4. determine the circumstances and causes of the accident, as well as which requirements of the regulatory legal acts were violated and by whom.

13. The Commission must carry out the investigation and draw up the Investigation Act of an Accident Involving a Student During the Study Process (hereinafter the 'Investigation Act') (Annex 1) no later than 20 (twenty) working days of the accident. In view of the complexity of the investigation, upon reasoned request from the Commission, the time limit referred to in this Item may be extended by the Chancellor of the University up to 15 (fifteen) working days.

14. The Commission must draw up three copies of the Investigation Act, and together with certified copies of the documents concerning the investigation material, submit them to:

14.1. the Civil and Occupational Safety Service;

14.2. the injured student or the person representing their interests;

14.3. the Unit.

15. Along with the Investigation Act, the Commission shall submit to the Civil and Occupational Safety Service the original documents of the investigation material, which the Civil and Occupational Safety Service shall keep.

16. If the injured student, their authorised person, or their family representative disagrees

with the Commission's investigation, they must appeal to the University Chancellor no later than 30 (thirty) calendar days.

17. The Chancellor of the University may, after assessing the information provided in the appeal, order an additional investigation to be carried out within 15 (fifteen) working days.

18. An additional investigation may lead to an unchanged Investigation Act drawn up in the course of a previous investigation remaining in force, or it may be supplemented, revoked, and a new act drawn up.

19. If the injured student, their authorised person, or a family representative disagrees with the additional investigation, they may file a complaint with the court in accordance with the procedure laid down in the Republic of Lithuania Law on Administrative Proceedings.

20. All accidents shall be registered in the Accident Registration Log (Annex 2), which is kept by the Civil and Occupational Safety Service of the University.

21. Accident investigation material (original documents) and the Investigation Act shall be stored at the Civil and Occupational Safety Service for 5 (five) years, and then transferred to archiving in accordance with the procedure established by the University's legal acts.

22. The units and the Civil and Occupational Safety Service, having received the Investigation Act, must analyse the information contained therein and, within their competence, organise the preparation and implementation of preventive measures to eliminate the causes of the accident.

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Annex 1
to the Description of the Procedure for the Investigation, Registration, and Record-Keeping of Accidents Involving Vilnius University Students and Unclassified Students During the Study Process

(Form of the Act)

Public establishment Vilnius University, Universiteto g. 3, Vilnius, 211950810

THE INVESTIGATION ACT OF AN ACCIDENT INVOLVING A STUDENT DURING THE STUDY PROCESS

(day) (month) 20 (year) No.

1. Basis _____

(official report of the core unit, other information)

2. Injured student _____

(name and surname, year of birth, address of the place of residence, phone)

3. Core academic unit _____

(core academic unit, study cycle, programme, year, group)

4. Accident site _____

(address, provision of first aid, diagnosis)

5. Supervisor of the class _____

(during whose class the accident occurred, their position, name, surname, email, phone)

6. Witnesses of the accident

_____

(names and surnames, addresses of the place of residence, email, phone)

7. Circumstances of the accident _____

_____

_____

_____

8. Causes of the accident: _____

(if any, indicate which regulatory items of legal acts have been breached)

_____

9. Measures to prevent similar accidents: _____

(name of the measures, responsible persons, deadlines for implementation)

_____

_____

10. Accident investigation: started: (time) (day) (month) 20 , finished: (time) (day) (month) 20

12. Accident investigation commission:

Chairperson _____

(position, signature, name, surname, email, phone)

Members _____

(positions, signatures, name, surname, email, phone)

Participants in the investigation: _____

(name, surname, email, phone)

Annex 2
to the Description of the Procedure for the Investigation, Registration, and Record-Keeping of Accidents Involving Vilnius University Students and Unclassified Students During the Study Process

VILNIUS UNIVERSITY

REGISTRATION LOG OF STUDENT ACCIDENTS DURING THE STUDY PROCESS

Entry No.	Date of accident	Victim's name, surname, date of birth, core academic unit, study cycle, year, group	Accident site, circumstances, consequences	Causes of the accident	Measures taken to prevent future accidents	Notes
1	2	3	4	5	6	7