



GOVERNMENT OF BERMUDA

Ministry of Health

Department of Health

**Guidelines for  
Form OSHR 30**  
(Revised December 2019)

To All Employers,

The Occupational Safety and Health Regulations 2009 requires every employer to submit an annual report of the number of accidents, dangerous occurrences and injuries that occurred at the workplace during the calendar year of January to December.

As an employer you will be responsible for ensuring that the report is submitted as required no later than March 1<sup>st</sup> of each year. Please complete Form OSHR 30 even if no incidents have occurred by placing zero in the boxes.

For clarification, see definitions below.

Definitions:

Accident:	An occurrence at any employer's place of employment or in the course of employment that causes death or serious injury to any person.
Dangerous Occurrence	An occurrence or situation at a place of employment or in the course of employment that has the potential to cause death or serious injury to any person.
Minor Injury	Any injury, disease or illness incurred by any person at an employer's place of employment, or in the course of employment that requires medical treatment (other than first aid) but is not a serious injury.
Serious Injury	An occupational disease, illness or injury that is incurred by any person at an employer's place of employment or in the course of employment that: <ul style="list-style-type: none"> <li>• prevents the person from reporting for work or from effectively performing all duties connected with their regular work on any day subsequent to the day on which the injury, disease or illness was incurred;</li> <li>• results in the loss by the person of a body member or part of it or in the complete loss of the usefulness of a body member or part of it; or</li> <li>• results in the permanent impairment of a body function of the person.</li> </ul>
Musculoskeletal Injury or Disorder	Any injury, damage or disorder of the muscles, joints or other tissues in the upper or lower limbs or the back. These injuries can result from overuse and develop over time. Work activities that are frequent and repetitive or activities with awkward postures cause these disorders.
Workplace Violence &/or Harassment	Any act in which a person is abused, threatened, intimidated, or assaulted in his or her employment. Examples of workplace violence and harassment include: Threatening behavior; verbal or written threats; verbal abuse or physical attacks.

The Occupational Safety & Health Act provides the overarching health and safety requirements. However, the Occupational Safety & Health Regulations 2009 give more detailed guidance on what is required in specific workplace scenarios.

For more information refer to each section in the Occupational Safety & Health Regulations that are applicable to your workplace:

<b>REFERENCE</b>	<b>SECTION</b>
General Requirement	PART 1
Safety & Health Committees & Representatives	PART 2
Investigation & Reporting	PART 3
Building Safety	PART 4
Elevating Devices	PART 5
Confined Spaces	PART 6
Electrical Safety	PART 7
Fire Safety & Emergency	PART 8
First Aid	PART 9
Work Environment	PART 10
Sanitation	PART 11
Hazardous Substances	PART 12
Electromagnetic Radiation	PART 13
Machinery & Tools	PART 14
Materials Handling Equipment	PART 15
Protective Clothing & Equipment	PART 16
Construction	PART 17