



TC
TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION

Publication Date: 15.11.2016

Revised Date: 10.04.2023

Workflow Process Chart

Workflow Number: İ.A.Ş. 0013

WORK ACCIDENT NOTIFICATION WORK FLOW PROCESS

Responsible

Legislation/Documents

Hospital reports, accident reports and personal information of the personnel who had a work accident are delivered to our unit by the Occupational Health and Safety officer.

*Occupational Health and
Security
Responsible

Based on the reports received by our unit, work accident notification is made through the Work Accident and Occupational Disease Notification Entry System within 3 business days at the latest.

If the person receives a work accident medical report due to a work accident, the report is tracked through the visit system.

*Salary Accrual
officer

After the login process is completed, 1 copy of the notification document is sent to the Occupational Health and Safety officer and 1 copy is placed in the employee file.

*Salary Accrual
officer
*Occupational Health and
Security
Responsible