

Decree No. 5/1993 (XII. 26.) MüM of the Ministry of Labor¹

on implementation of Act XCIII of 1993 on Labor Safety

Pursuant to the authorization granted in Act XCIII of 1993 on Labor Safety (hereinafter referred to as „LSA”), the Minister of Labor, in agreement with employer and employee interest representation organizations, and, in respect of Subsection (1) of Section 13 of LSA, with the Minister of Finance, hereby orders the following:

OCCUPATIONAL SAFETY AND HEALTH STANDARDS

Section 1²

The list of dangerous work equipment falling under the scope of Subsection (2) of Section 21 of the LSA is contained in Annex 1/A.

Section 2³

The list of dangerous work equipment falling under the scope of Subsection (5) of Section 21 of the LSA is contained in Annex 1/B.

Section 3⁴

(1) The operator shall conduct the periodical safety inspection once every five year, unless the relevant standard(s) or the operating manual prescribes more frequent inspections.

(2) The person or organization conducting the inspection shall summarize the results of the inspection in a report and, if the inspection was not conducted by the operating employer, shall provide such employer with a copy of this report. The operating employer shall keep this inspection report on file until the next inspection.

(3) The work equipment (machinery) falling under the scope of Subsection (1) of Section 23 of the LSA may be used outside the premises only if it is fitted with a label or sign clearly indicating

¹ The provisions set forth in Sections 33 to 44 of this Act shall be applied in cases which commence after 1 January 2000. The provisions of Section 80 of LSA, as established by Section 35, shall be applied to the use of payments of penalties received, but not yet announced, prior to entry into force. The local branches of occupational safety and labor boards assigned to the organizational structure of county (Budapest) employment centers shall be transferred to the supervision of the National Occupational Safety and Labor Administration effective as of 1 January 2000.

² Established: by Section 1 of Decree No. 11/2002 (XII. 28.) FMM. In force: as of 01. 01. 2003.

³ Established: by Section 2 of Decree No. 11/2002 (XII. 28.) FMM. In force: as of 01. 01. 2003.

⁴ Established: by Section 3 of Decree No. 11/2002 (XII. 28.) FMM. In force: as of 01. 01. 2003.

that the inspection has been duly completed in conformity with the time period described in Subsection (1).

***RIGHTS AND OBLIGATIONS OF EMPLOYERS AND EMPLOYEES
REGARDING THE ENFORCEMENT OF OCCUPATIONAL SAFETY AND
HEALTH STANDARDS***

Section 4⁵

Employers engaged in the activities listed under Annex 2, and included in the hazard category defined therein, shall employ experts having occupational safety (labor safety) qualifications in accordance with the staff number and qualification conditions described in the Annex providing sufficient staff and time for the prescribed duration.

***REPORTING, INVESTIGATION AND REGISTRATION OF INDUSTRIAL
ACCIDENTS AND OCCUPATIONAL DISEASES***

Section 5⁶

(1)⁷ Employers shall investigate all accidents at work resulting in incapacity for employment, including mining accidents (hereinafter referred to collectively as “accident at work”), immediately upon the occurrence thereof. Accidents at work resulting in incapacity for more than three working days shall be investigated, registered and reported. In connection with any accident at work that did not result in the worker being unfit for work, the provisions of the Government Decree on the Implementation of the Act on the Services of the Compulsory Health Insurance System shall apply.

(2) In addition to the provisions of Subsection (3) of Section 64 of LSA, the industrial accident register shall contain the following:

- a)* the serial number assigned to each accident, beginning with 1 in each year;
- b)* the job position of the injured person;
- c)*⁸ the date, location, nature and a brief description of the injury;
- d)* the treatment administered;
- e)* the fact whether the injured person continued working or not.

(3)⁹ Occupational accident registers shall be maintained at the employers’ headquarters or at the organization (office) maintaining the employer’s records on the aggregate, and separately for each organizational unit at each location. As regards the employer’s organizational units where work is

⁵ Established: by Section 1 of Decree No. 16/2004 (IV. 19.) FMM. In force: as of 1. 05. 2004.

⁶ Established by: Section 2 of MüM Decree No. 20/1997. (XII. 19.). Effective: 1 January 1998.

⁷ Established by Subsection (1) of Section 1 of Decree No. 33/2016 (IX. 8.) NGM, effective as of 23 September 2016.

⁸ Established: by Section 2 of Decree No. 16/2004 (IV. 19.) FMM. In force: as of 1. 05. 2004.

⁹ Established: by Section 1 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 17. 03. 2010.

carried out periodically and for short periods of time, such as the filing department, technical and other control departments and establishments, no occupational accident registers are required.

Section 6

(1)¹⁰ The findings of an investigation of an accident at work shall be recorded in sufficient detail covering, inter alia, witness reports, site layout and photographs in order to allow the cause of the accident to be determined and to clarify the relevant facts of the case in the event of any subsequent dispute. Criteria for the investigation of accidents at work are laid down in Annex 3.

(2)¹¹ The documentation of the investigation of accidents at work resulting in incapacity for more than three working days shall have the same serial number as in the register of accidents at work. This number shall also be indicated in the accident at work report.

Section 7¹²

(1)¹³ Employers shall report serious accidents at work by telephone, fax, e-mail or in person immediately, including all relevant information available, to the Budapest and county government agency, acting in the capacity of occupational safety and health authority, of jurisdiction by reference to the place where the accident took place (hereinafter referred to as „occupational safety and health authority”), that is to forward the report without delay to the ministry of the minister in charge of employment and labor.

(2) In connection with any work place where the employees of several different employers are working at the same time, and the injured person’s employer cannot be identified at the time of occurrence of the accident, with respect to the requirement for the notification of serious occupational accidents, the supervisor who is in fact controlling operations at the work place in question shall be recognized as the employer of the injured worker, pending proof to the contrary. If the employer cannot be identified nonetheless, the person on whose property the work is carried out shall be recognized as the employer.

(3)¹⁴ In the case of any serious occupational accident the employer shall take measures to secure and preserve the scene of the accident until the arrival of the occupational safety and health authority following the rescue operations. If preserving the scene is likely to cause additional risk

¹⁰ Established by Subsection (2) of Section 1 of Decree No. 35/2015 (XII. 23.) NGM, effective as of 1 January 2016.

¹¹ Established by Subsection (2) of Section 1 of Decree No. 35/2015 (XII. 23.) NGM, effective as of 1 January 2016.

¹² Established: by paragraph (1) Section 3 of Decree No. 27/2010 (XII. 31.) NGM. In force: as of 1. 01. 2011.

¹³ Established by Section 2 of Decree No. 3/2012 (II. 10.) NGM. Amended by Section 1 of Decree No. 55/2014 (XII. 31.) NGM, Paragraph a) of Section 3 of Decree No. 9/2015 (III. 31.) NGM, Subsection (1) of Section 45 of Decree No. 62/2016 (XII. 29.) NGM, Paragraph a) of Section 2 of Decree No. 22/2020 (VI. 29.) ITM.

¹⁴ Amended by Paragraph b) of Section 3 of Decree No. 9/2015 (III. 31.) NGM.

or danger, or is likely to result in significant material damage, the scene of the accident must be photographed, recorded on video or documented in any other way to help the ensuing investigation.

Section 8¹⁵

(1)¹⁶ The information and facts gathered during the investigation - including the duration of incapacity resulting from the occupational accident as determined subsequently - shall be recorded in an occupational accident report described in Annex 4/a (hereinafter referred to as “report”). If the investigation cannot be concluded by the data disclosure deadline due to the condition of the injured person or to the nature of the occupational accident, the report shall include an explanation thereof.

(2)¹⁷ A separate report shall be drafted regarding each injured person, on the basis of the provisions set out in Annex 5.

Section 9¹⁸

(1) Employers shall submit a copy of the report upon conclusion of the investigation, but no later than the eighth day of the following month

a) to the injured person, or to his next of kin in the event of death;

*b)*¹⁹ regarding a fatal occupational accident or one resulting in incapacity for more than three working days, to the occupational safety and health authority of jurisdiction by reference to the place where the accident took place, or to the Mining Authority;

*c)*²⁰ regarding an occupational accident, described in Paragraph *b)*, suffered by an employee of a Hungarian-registered employer working in foreign assignment or foreign service, or in a temporary employment relationship to the occupational safety and health authority of jurisdiction by reference to the employer’s address, or to the Mining Authority;

*d)*²¹ to the social security payment office, or in the absence thereof, to the Budapest and county government agency acting in the capacity of health insurance fund;

e) in connection with temporary employment or posting arrangements, to the placement agency or the original employer.

¹⁵ Established: by Section 4 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 1. 01. 2012.

¹⁶ Amended by Subsection (1) of Section 2 of Decree No. 63/2013 (XII. 17.) NGM.

¹⁷ Amended by Subsection (2) of Section 2 of Decree No. 63/2013 (XII. 17.) NGM.

¹⁸ Established: by Section 5 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 17. 03. 2010.

¹⁹ Amended by Paragraph c) of Section 3 of Decree No. 9/2015 (III. 31.) NGM, Section 3 of Decree No. 33/2016 (IX. 8.) NGM.

²⁰ Amended by Section 4 of Decree No. 63/2013 (XII. 17.) NGM, Paragraph d) of Section 3 of Decree No. 9/2015 (III. 31.) NGM.

²¹ Established by Subsection (2) of Section 1 of Decree No. 33/2016 (IX. 8.) NGM. Amended by Subsection (2) of Section 45 of Decree No. 62/2016 (XII. 29.) NGM, Paragraph b) of Section 2 of Decree No. 22/2020 (VI. 29.) ITM.

(2) In the case of serious accidents the time limit referred to in Subsection (1) may be extended in justified cases by thirty days.

(3) The report made on a serious occupational accident shall be sent to the occupational safety and health authority with copies of all documents on the employer's investigation enclosed, such as in particular:²²

- a) interrogation reports;
- b) certificate of vocational training or professional qualifications;
- c) copy of the operating license;
- d) occupational health certificate;
- e) certificate of installation, commissioning or putting into service;
- f) certificate of periodic safety inspection;
- g) certificate of risk assessment;
- h) photographs, video recordings;
- i) the relevant sections of internal rules and regulations.

Section 10

(1) The employer, in whose employment the injured person was working in an organized manner, shall be liable to fulfill the requirements of investigation, reporting and registration of industrial accidents.

(2) If an industrial accident is suffered by a vocational training student during the practical training necessary for graduation at a place other than the school or educational institution, the party for whom such student was working shall be construed as the employer. However, the institution and the employer may agree otherwise. Such employer shall notify the school or educational institution thereof with respect to each industrial accident, and shall arrange for such to participate in the investigation.

(3)²³ Where an occupational accident is suffered by an employee working under temporary assignment to another employer in Hungary (posting), in a temporary employment relationship, or by an employee of a nonresident employer at a resident employer, the responsibility to satisfy the obligations set out in Subsection (1) lies with the employer directly supervising the employee's work, while the placement agency and the original employer, as well as the aforementioned nonresident employer must be notified as well.

LABOR SAFETY INTEREST REPRESENTATION AND RECONCILIATION

Section 11²⁴

If the proposal for the implementation of a local labor safety program is rejected by the employer, a collective labor debate may be initiated against the employer if such employer falls under Class I hazard category, as described in Annex 2, and has more than 50 employees, or if falls under Class II hazard category and has more than 300 employees.

²² Amended by Paragraph e) of Section 3 of Decree No. 9/2015 (III. 31.) NGM.

²³ Established: by Section 6 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 17. 03. 2010.

²⁴ Established by: Section 4 of MüM Decree No. 20/1997. (XII. 19.). Effective: 1 January 1998.

Section 11/A²⁵

ADMINISTRATIVE SUPERVISION OF LABOR SAFETY

Section 12²⁶

Section 13²⁷

Section 13/A²⁸

CLOSING PROVISIONS

Section 14

(1) This Decree shall enter into force on 1 January 1994.

(2) Labor safety expert licenses issued on the basis of ME Decree No. 4/1985 (II. 21.) and the qualification certificates issued on the basis of ME Decree No. 7/1985 (VII. 20.) prior to this Decree entering into force shall remain valid until the date and under the conditions defined therein.

(3)²⁹ This Decree contains provisions for the implementation of the fourth indent of Article 2 and Paragraph *d*) of Annex IV of Regulation (EC) No. 1338/2008 of the European Parliament and of the Council of 16 December 2008 on Community statistics on public health and health and safety at work.

(4)³⁰ This Decree contains provisions for the implementation of Article 1 of Commission Regulation (EU) 2016/2066 of 21 November 2016 amending the annexes to Regulation (EC) No. 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS).

Annex 1/a of Decree No. 5/1993 (XII. 26.) MüM³¹

²⁵ Repealed: by paragraph (3) Section 9 of Decree No. 5/2010 (III. 9.) SZMM. No longer in force: as of 17. 03. 2010.

²⁶ Repealed: by point 1 paragraph (2) Section 686 of Government Decree No. 182/2009 (IX.10.) Korm. No longer in force: as of 1. 01. 2010.

²⁷ Repealed: by point 1 paragraph (2) Section 686 of Government Decree No. 182/2009 (IX.10.) Korm. No longer in force: as of 1. 01. 2010.

²⁸ Repealed: by Section 5 of Decree No. 16/2004 (IV. 19.) FMM. No longer in force: as of 1. 05. 2004.

²⁹ Enacted: by paragraph (1) Section 7 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 17. 03. 2010.

³⁰ Enacted by Section 1 of Decree No. 6/2018 (III. 1.) NGM, effective as of 4 March 2018.

³¹ Established: by paragraph (1) Section 8 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 17. 03. 2010.

***List of dangerous work equipment falling within the scope of Subsection (2) of
Section 21 of the LSA***

1. Circular saws (single- or multi-blade) for working with wood and material with similar physical characteristics or for working with meat and material with similar physical characteristics, of the following types:
 - 1.1. sawing machinery with fixed blade(s) during cutting, having a fixed bed or support with manual feed of the workpiece or with a demountable power feed;
 - 1.2. sawing machinery with fixed blade(s) during cutting, having a manually operated reciprocating saw-bench or carriage;
 - 1.3. sawing machinery with fixed blade(s) during cutting, having a built-in mechanical feed device for the workpieces, with manual loading and/or unloading;
 - 1.4. sawing machinery with movable blade(s) during cutting, having mechanical movement of the blade, with manual loading and/or unloading.
 2. Hand-fed surface planing machines for woodworking.
 3. Thicknessers for one-side dressing having a built-in mechanical feed device, with manual loading and/or unloading for woodworking.
 4. Band-saws with manual loading and/or unloading for working with wood and material with similar physical characteristics or for working with meat and material with similar physical characteristics, of the following types:
 - 4.1. sawing machinery with fixed blade(s) during cutting, having a fixed or reciprocating-movement bed or support for the workpiece;
 - 4.2. sawing machinery with blade(s) assembled on a carriage with reciprocating motion.
 5. Combined machinery of the types referred to in points 1 to 4 and in point 7 for working with wood and material with similar physical characteristics.
 6. Hand-fed tenoning machines with several tool holders for woodworking.
 7. Hand-fed vertical spindle moulding machinery for working with wood and material with similar physical characteristics.
 8. Portable chainsaws for woodworking.
 9. Presses, including press-brakes, for the cold working of metals, with manual loading and/or unloading, whose movable working parts may have a travel exceeding 6 mm and a speed exceeding 30 mm/s.
 10. Injection or compression plastics-moulding machinery with manual loading or unloading.
 11. Injection or compression rubber-moulding machinery with manual loading or unloading.
 12. Machinery for underground working of the following types:
 - 12.1. locomotives and brake-vans;
 - 12.2. hydraulic-powered roof supports.
 13. Manually loaded trucks for the collection of household refuse incorporating a compression mechanism.
 14. Vehicle servicing lifts.
 15. Devices for the lifting of persons or of persons and goods involving a hazard of falling from a vertical height of more than three meters.
 16. Portable cartridge-operated fixing and other impact machinery.
- Other machinery:
17. Power operated cranes and traveling carriages.
 18. Self-propelled forklifts.

19. Electric wire rope hoist.
20. Loading equipment, bottom loading equipment.
21. Agricultural and forestry tractors.
22. Machinery specially designed for emptying and moving vehicles.
23. Continuous-action elevators for the transport of persons.

Annex 1/b of Decree No. 5/1993 (XII. 26.) MüM³²

List of dangerous work equipment falling under the scope of Subsection (5) of Section 21 of the LSA

1. Power operated cranes assembled in situ
2. Special machinery designed for emptying and moving vehicles assembled in situ
3. Lifting devices that may be used temporarily for the lifting of persons

Annex 2 of Decree No. 5/1993 (XII. 26.) MüM³³

Requirements for the employment of professional occupational safety (occupational safety) experts

1.³⁴ Employers shall be classified based on their activities according to the following hazard categories for the purposes of safety and health of workers at work on the basis of the Standard Sectoral Classification of Economic Activities TEÁOR 08 that is binding and directly applicable in all Member States of the EU:

Sectoral code	Description of economic activity
HAZARD CATEGORY I	
02	Forestry and logging Excluding: 02.3 Gathering of wild growing non-wood products
05	Mining of coal and lignite; extraction of peat
06	Extraction of crude petroleum and natural gas
07	Mining of metal ores
08	Other mining and quarrying
09	Mining support service activities
10.1	Processing and preserving of meat and production of meat products
10.2	Processing and preserving of fish
16	Wood and of products of wood and cork, except furniture; articles of straw and plaiting materials Excluding: 16.29 Other products of wood; articles of cork, straw and plaiting materials

³² Established: by paragraph (1) Section 2 of Decree No. 2/2007 (II. 9.) SZMM. In force: as of 12. 02. 2007.

³³ Established: by paragraph (2) Section 8 of Decree No. 5/2010 (III. 9.) SZMM. In force: as of 17. 03. 2010.

³⁴ Established by Subsection (1) of Section 2, Annex 1 of Decree No. 33/2016 (IX. 8.) NGM, effective as of 23 September 2016.

17	Manufacture of paper and paper products
19	Manufacture of coke, refined petroleum products
20	Manufacture of chemicals and chemical products
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
22	Manufacture of rubber and plastic products
23	Manufacture of other non-metallic mineral products
24	Manufacture of basic metals
25.2	Manufacture of tanks, reservoirs and containers of metal
25.3	Manufacture of steam generators
25.4	Manufacture of weapons and ammunition
25.5	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
28	Manufacture of machinery and equipment Excluding: 28.23 Manufacture of office machinery and equipment (except computers and peripheral equipment)
30.11	Building of ships and floating structures
30.2	Manufacture of railway locomotives and rolling stock
31	Manufacture of furniture
35	Electricity, gas, steam and air conditioning supply
37	Sewerage services; sewage sludge
38	Waste collection, treatment and disposal activities; materials recovery services
39	Remediation services and other waste management services
41.2	Construction of residential and non-residential buildings
42	Constructions and construction works for civil engineering
43	Specialized construction activities
49	Land transport and transport services via pipelines
50	Water transport services
51	Air transport services
52	Warehousing and support activities for transportation
72.1	Research and experimental development services in natural sciences and engineering
HAZARD CATEGORY II	
01	Products of agriculture, hunting and related services
02.3	Gathering of wild growing non-wood products
03	Fish and other fishing products; aquaculture products; support services to fishing
10	Food products Excluding: 10.1 Preserved meat and meat products 10.2 Processed and preserved fish, crustaceans and molluscs
11	Beverages
12	Manufacture of tobacco products
13	Manufacture of textiles
14	Manufacture of wearing apparel
15	Manufacture of leather and related products
16.29	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
18	Printing and recording services
25	Manufacture of fabricated metal products Excluding: 25.2 Manufacture of tanks, reservoirs and containers of metal 25.3 Manufacture of steam generators 25.4 Manufacture of weapons and ammunition 25.5 Forging, pressing, stamping and roll forming of metal; powder metallurgy
26	Manufacture of computer, electronic and optical products
27	Manufacture of electrical equipment

28.23	Manufacture of office machinery and equipment (except computers and peripheral equipment)
29	Manufacture of motor vehicles
30	Manufacture of other transport equipment Excluding: 30.11 Building of ships and floating structures 30.2 Manufacture of railway locomotives and rolling stock
32	Other manufactured goods
33	Repair and installation of machinery and equipment
36	Natural water; water treatment and supply services
41.10	Development of building projects
45.2	Maintenance and repair services of motor vehicles
45.4	Trade, maintenance and repair services of motorcycles and related parts and accessories
59	Motion picture, video and television program production, sound recording and music publishing activities
61	Telecommunications
71.2	Technical testing and analysis services
75	Veterinary services
80	Security and investigation services
81	Services to buildings and landscape
85.32	Technical and vocational secondary education services
85.41	Post-secondary non-tertiary education services
85.42	Tertiary education services
85.5	Other education services
86	Human health services
87	Residential nursing care services
95	Repair services of computers and personal and household goods
96.03	Funeral and related services
97	Services of households as employers of domestic personnel
HAZARD CATEGORY III	
45	Wholesale and retail trade and repair services of motor vehicles and motorcycles Excluding: 45.2 Maintenance and repair services of motor vehicles 45.4 Trade, maintenance and repair services of motorcycles and related parts and accessories
46	Wholesale trade services, except of motor vehicles and motorcycles
47	Retail trade services, except of motor vehicles and motorcycles
53	Postal and courier services
55	Accommodation services
56	Food and beverage serving services
58	Publishing services
60	Programming and broadcasting services
62	Computer programming, consultancy and related services
63	Information service activities
64	Financial services, except insurance and pension funding
65	Insurance, reinsurance and pension funding services, except compulsory social security
66	Services auxiliary to financial services and insurance services
68	Real estate services
69	Legal and accounting services
70	Services of head offices; management consulting services
71	Architectural and engineering services; technical testing and analysis services Excluding: 71.2 Technical testing and analysis services
72.2	Research and experimental development services on social sciences and humanities
73	Advertising and market research services
74	Other professional, scientific and technical services

77	Rental and leasing services
78	Employment services
79	Travel agency, tour operator and other reservation services and related services
82	Office administrative, office support and other business support services
84	Public administration and defense services; compulsory social security services
85	Education services Excluding: 85.32 Technical and vocational secondary education services 85.41 Post-secondary non-tertiary education services 85.42 Tertiary education services 85.5 Other education services
88	Social work services without accommodation
90	Creative, arts and entertainment services
91	Libraries, archives, museums and other cultural activities
92	Gambling and betting services
93	Sports activities and amusement and recreation services
94	Services furnished by membership organizations
96	Other personal service activities, except funeral and related services

2. Further criteria for the classification of employers within a hazard category is the average number of employees, including employees hired-out in a temporary employment relationship:

- a) between 1 and 9 employees;
- b) between 10 and 49 employees;
- c) between 50 and 500 employees;
- d) between 501 and 1000 employees;
- e) over 1000 employees.

3. Subject to the classification under Points 1 and 2, employers shall employ - in due consideration with the exceptions referred to in Points 4 and 5 - a staff of specialists with occupational safety qualifications according to the requirements below in terms of staff members and work time for carrying out activities for the protection of the safety and health of workers at work:

- I/a)³⁵ one person with intermediate training in occupational safety for four hours weekly;
- I/b)³⁶ one person with intermediate training in occupational safety for three hours daily;
- I/c)³⁷ one person with intermediate training in occupational safety for six hours daily;
- I/d) one person with advanced training in occupational safety full time;
- I/e)³⁸ one person with advanced training in occupational safety full time and one additional person with intermediate training in occupational safety full time for each 400 employees;
- II/a) one person with intermediate training in occupational safety for one hour weekly;
- II/b) one person with intermediate training in occupational safety for one hour daily;
- II/c) one person with intermediate training in occupational safety for two hours daily;
- II/d) one person with intermediate training in occupational safety full time;

³⁵ Amended by Paragraph a) of Subsection (3) of Section 45 of Decree No. 62/2016 (XII. 29.) NGM.

³⁶ Amended by Paragraph b) of Subsection (3) of Section 45 of Decree No. 62/2016 (XII. 29.) NGM.

³⁷ Amended by Paragraph c) of Subsection (3) of Section 45 of Decree No. 62/2016 (XII. 29.) NGM.

³⁸ Amended by Paragraph d) of Subsection (3) of Section 45 of Decree No. 62/2016 (XII. 29.) NGM.

II/e) one person with advanced training in occupational safety full time and one additional person with intermediate training in occupational safety full time for each 800 employees;

III/a) one person with intermediate training in occupational safety for one hour weekly;

III/b) one person with intermediate training in occupational safety for one hour daily;

III/c)³⁹ one person with intermediate training in occupational safety for one hour daily;

III/d)⁴⁰ one person with intermediate training in occupational safety for four hours daily;

III/e) one person with advanced training in occupational safety full time.

4. Employers with 9 or less employees (micro enterprise), and employers engaged in the activities falling under Class II or III hazard category with less than 50 employees (small enterprise) shall be entitled to designate - instead of having to appoint or employ a specialist - a worker to carry out the duties conferred upon the employers in connection with the implementation of occupational safety and occupational health requirements, or may carry them out himself if a natural person, provided that the worker designated or the natural person employer has the knowledge, skills and experience necessary from the perspective of occupational safety and health considerations consistent with the employers activities. In all cases (notably, where occupational safety related duties are carried out by appointment, employment or by the employer himself) employers shall also be liable to obtain the services of a specialist as prescribed in the regulations on the protection of the safety and health of workers at work with special training in occupational safety (or mining). This person may be the appointed (employed) expert or the natural person employer himself if able to satisfy the criteria for qualification.

5. Employers shall be liable to determine their own classification under Points 1 and 2 and, and consequently to employ the staff specified under Point 3.

Where an employer is engaged in another hazardous activity, in addition to what is defined above, under the relevant sectoral code, underlying reclassification:

- if the latter activity falls under a higher hazard category and the number of workers employed in that activity accounts for 40 per cent or more of the total number of employees, the employer shall be moved one category up;

- if the latter activity falls under a lower hazard category and the number of workers employed in that activity accounts for 60 per cent or more of the total number of employees, the employer shall be moved one category down.

The category defined under Point 2 shall, in all cases, be calculated based on the total number of workers in the employer's employment (even if it results in being transferred to a higher or lower category as explained above).

Students shall comprise part of the total number of workers in the same percentage as the length of their practical training represents in the full course of their education.

6. The burden of proof concerning the classification and the accuracy of the underlying data, as well as the employment of an occupational safety expert in the hours required, shall lie with the employer in connection with an inspection by the occupational safety and health administration.

³⁹ Established: by paragraph (1) Section 9 of Decree No. 41/2011 (X. 14.) NGM. In force: as of 15. 10. 2011.

⁴⁰ Established: by paragraph (2) Section 9 of Decree No. 41/2011 (X. 14.) NGM. In force: as of 15. 10. 2011.

7. Employers are required to update their classification consistent with any change in hazard category or staff requirements and to review their current classification annually, and to document all these in writing.

Annex 3 of Decree No. 5/1993 (XII. 26.) MüM⁴¹

Criteria for the investigation of accidents at work

The investigation of an accident at work shall include the checking of potential sources of danger and dangerous acts in terms of space and time along with any other factor that may have contributed to set off the action or chain of events that resulted in the injury.

The investigation of an accident at work shall always consist of an on-site inspection. The findings of the inspection shall be recorded in a report, including drawings, photographs and video recordings.

All persons having any information concerning an accident at work shall be interrogated and a report shall be prepared if necessary.

These persons may be:

- the injured person him/herself,
- the person causing the accident,
- witnesses,
- co-workers of the injured person,
- the immediate superior of the injured person.

The investigation of an accident at work shall further consist of:

- checking the condition of facilities, machinery, equipment, tools, implements, the object of work (material) for safety aspects, the availability of regulations on safety and health of workers at work, on commissioning and validation, technical inspections, technology, handling and maintenance, their conformity and compliance, and any unforeseeable events (e.g., malfunction, breakdown);

- checking the use of personal and collective protective equipment, the clothing of the injured person, safety gear, signal devices, safety shields, their conformity, and compliance with the regulations governing their use;

- ambient factors; their presence, measure and impact (measured by precision instruments if necessary):

1. mechanical factors,
2. chemical factors (including, inter alia, gases, vapor, dust),
3. electric factors,
4. noise and vibration,
5. radiation (including, inter alia, illumination factors),
6. weather conditions,
7. climatic conditions,
8. temperature,
9. living creatures,
10. other harmful and/or dangerous effects;

⁴¹ Established by Subsection (1) of Section 3, Annex 1 to Decree No. 63/2013 (XII. 17.) NGM, effective as of 1 January 2014.

- checking work scheduling, internal control, management, pace of work, work space, ergonomic considerations employed in the work environment, instruction, signal and warning signs and boards, their condition, the presence of any distracting events or activities, cleanliness and hygiene, compliance with the rules on material storage, transport and traffic, other prevailing circumstances and work conditions;

- the jobs assigned to the injured person (the person causing the accident) and co-workers before the accident, their purpose and conduct, ambient factors before the accident;

- compliance with the regulations concerning the affected production equipment, work equipment, work processes, and the conduct of the injured person (the person causing the accident) and co-workers, and any deviation from regulations;

- checking the reason or reasons causing the accident in light of all of the factors specified above, any potential for contributory responsibility;

- describing possible ways to prevent the accident at work;

- description of all available measures for improvement and future actions required, including a time frame, to prevent similar accidents from occurring.

The findings of the investigation of an accident at work shall be recorded in sufficient detail to permit future identification of the reasons and causes behind the accident and to provide factual evidence to support the conclusions of the investigation.

Annex 4/a to Decree No. 5/1993 (XII. 26.) MüM⁴²

⁴² Established by Subsection (1) of Section 2, Annex 1 of Decree No. 6/2018 (III. 1.) NGM, effective as of 4 March 2018.

(E) A munkabalesettel kapcsolatos egyéb információk:

1. Munkahelyi környezet:														
2. Munkafolyamat:														
3. Sérült konkrét fizikai tevékenysége:														
3.1. A konkrét fizikai tevékenység anyagi (tárgyi) tényezője:														
4. Balesetet kiváltó különleges esemény:														
4.1. A különleges esemény anyagi (tárgyi) tényezője:														
5. A sérülést okozó érintkezés, a sérülés módja:														
5.1. A sérülést okozó érintkezés anyagi (tárgyi) tényezője:														
6. Személyi tényező(k):	S						M							
7. A biztonsági- és jelzőberendezések, egyéni védőeszközök, egyéb védelmi megoldások alkalmassága:														
Védőburkolat	7.1.	<input type="checkbox"/>	Védőberendezés	7.2.	<input type="checkbox"/>	Jelzőberendezés	7.3.	<input type="checkbox"/>	Egyéni védőeszköz	7.4.	<input type="checkbox"/>	Egyéb védelmi megoldás	7.5.	<input type="checkbox"/>

(F) A balesethez vezető ok / okok:

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(G) Munkáltatói intézkedés(ek) a hasonló balesetek megelőzésére:

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(H) Mellékletek, megjegyzések:

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(I) A kivizsgálást végzők adatai, hitelesítések:

1. Munkavédelmi képviselő: <input type="checkbox"/>	<i>A kivizsgálással: (1) Egyetért / (2) Nem ért egyet / (3) Nem vett részt / (4) Nincs képviselő</i>		
Név:	Dátum:	Aláírás:.....	
2. A baleset kivizsgálását végezte:			
Név:	Dátum:	Aláírás:.....	
Mv. képzettséget igazoló irat száma:			
3. Résztvevő foglalkozás-egészségügyi orvos:			
Név:	Dátum:	Aláírás:.....	
Orvos pecsét száma:			
4. Munkáltató képviselője:			
Név:	Beosztás:	Dátum:	Aláírás:.....

(J) A jegyzőkönyvet ellenőrző munkavédelmi hatóság:

Megjegyzés:			
Név:	Ig. szám:	Dátum:	Aláírás:.....

Annex 4/b to Decree No. 5/1993 (XII. 26.) MüM⁴³

Annex 5 of Decree No. 5/1993 (XII. 26.) MüM⁴⁴

Instructions for filling out the accident at work report

The instructions below had been drawn up according to the ESAW (European Statistics of Accidents at Work) methodology.

Employers are required to fill out all rows and sections of the accident at work report (hereinafter referred to as “report”) using a computer, typewriter or block letters relying on the findings of the investigation of the accident at work, with the exception of the boxes under block (E) “Other information related to the accident at work”, the boxes of Points 1-6 and the boxes under blocks (F) and (G), and with the exception of block (J). The employer is to provide a description and a reply in the rows under block (E). The boxes under blocks (E), (F) and (G), with the exception of Point 7 of block (E), as well as block (J) of the report are completed by the competent authority (occupational safety and health authority, or the county government agency acting in its function as mining authority).

In the process of investigation of accidents at work, employers shall take into consideration the provisions contained in Paragraph *h*) of Subsection (3) of Section 57 of Act XCIII of 1993 on Occupational Safety and Health (hereinafter referred to as “Occupational Safety Act”) that requires employers to designate (employ or appoint) a person with specific qualifications to investigate accidents at work, and Subsection (2) of Section 65 of the Occupational Safety Act that declares the investigation of an accident at work as a specialized occupational safety activity.

Registration number: Enter the last two digits of the year shown in the employer’s register of accidents at work pertaining to the accident to be reported, and the serial number of the accident.

Regional code: Enter the code of the region/area where the accident took place (Budapest/county/abroad).

Code	Region
01	Budapest
02	Baranya, County of
03	Bács-Kiskun, County of
04	Békés, County of
05	Borsod-Abaúj-Zemplén, County of
06	Csongrád-Csanád, County of
07	Fejér, County of
08	Győr-Moson-Sopron, County of
09	Hajdú-Bihar, County of
10	Heves, County of
11	Komárom-Esztergom, County of
12	Nógrád, County of

⁴³ Repealed: by paragraph (4) Section 9 of Decree No. 5/2010 (III. 9.) SZMM. No longer in force: as of 1. 01. 2012.

⁴⁴ Established by Subsection (3) of Section 3, Annex 3 to Decree No. 63/2013 (XII. 17.) NGM. Amended by Section 4, Annex 2 of Decree No. 9/2015 (III. 31.) NGM, Subsection (5) of Section 45, Point 1 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM, Section 1 of Decree No. 42/2020 (XI. 17.) ITM.

13	Pest, County of
14	Somogy, County of
15	Szabolcs-Szatmár-Bereg, County of
16	Jász-Nagykun-Szolnok, County of
17	Tolna, County of
18	Vas, County of
19	Veszprém, County of
20	Zala, County of
21	Outside of Hungary

Type of data disclosure:

Of the codes below enter in this box the one on account of which the report was drawn up.

Enter “1” to indicate that it is a new report if the report is the first one made out in connection with a particular accident.

Enter “2” to indicate modification or supplement - other than the number of days of incapacity for work - if it pertains to a previous report made out on the accident, if a datum, circumstance or fact had to be amended.

Enter “3” to indicate deletion if the accident in question is not recognized as an accident at work in consequence of any circumstance or fact notified after the submission of the report or exposed subsequently.

Enter “4” for indicating the number of days of incapacity resulting from the accident at work if the person injured in the accident notified in a report previously submitted regained his/her fitness for work and if the number of days of incapacity resulting from this injury is not shown in the report that was sent previously, or if the injured person once again lost his/her ability to work in connection with the accident and the number of days of incapacity have changed.

In connection with codes “2”, “3” and “4”, the report shall also indicate the register number of the accident at work report made out for the first time.

(A) Employer’s particulars:

This block shall contain - in accordance with Point 8 of Section 87 of the LSA - the particulars of the employer required to make out the accident at work report.

In addition to the employer particulars aforementioned, for example if the report is made out on an accident suffered by an employee working in temporary employment or under posting arrangements, the name and address of the placement agency and the original employer shall be indicated in block (H) of the report under “Enclosures and comments”.

1. Name:

Enter the full name of the employer (as shown in the companies register or private entrepreneur’s license). The company type may be entered in the abbreviated form as well. For example: kft., bt., etc.

2. Address:

Enter the full address of the employer’s registered office or home address (as shown in the companies register or private entrepreneur’s license). If the mailing address is different, it shall be indicated in block (H) under “Enclosures and comments”.

3-4. Phone number, e-mail address:

It is recommended to indicate in this box the contact information for the person appointed to provide substantive information in connection with drawing up the report.

5. Tax number (tax identification code):

Enter in the appropriate boxes the employer’s tax number or tax identification code.

6. Legal form:

Enter in the appropriate boxes the codes in effect at the time the report is completed, published by the KSH for the legal form applicable. For example: 113 for Kft., 212 for Bt., 114 for Rt., 231 for private entrepreneurs, 233 for private individuals with tax numbers, etc.

7. Main business activity:

Enter in these boxes the codes assigned to the relevant activities (shown in the companies register or private entrepreneur's license) in TEÁOR'08 (Standard Sectoral Classification of Economic Activities). If the employer is a private individual with no tax number, use the code for the economic activity in which the injured person was employed.

8. "Main" activity of local outpost:

Use this box for the TEÁOR'08 code indicating the "main" activity of the local outpost where the injured person was working. From this perspective the "main" activity means the activity that provides the most jobs. The "main" economic activity of the local outpost where the injured person was working may differ from the main activity shown in the companies register. For example, if the employer's main activity shown in the companies register is "Buying and selling of own real estate" (TEÁOR'08: 6810) and the worker suffered the accident at the employer's manufacturing plant of metal structures, the box for the local outpost's main activity shall indicate 2511 (Manufacture of metal structures and parts of structures) for the latter economic activity.

Local outpost" means a geographical location where the injured person was working at the time of the accident, or that is recognized as the base of operations. Where a person is working in several locations (for example: shipping, construction, maintenance, supervision, agency) or at home, local outpost shall mean the place where the instructions are given or where work is organized. This usually is a building, section of a building, or an independent group of buildings.

Geographical definition must be applied strictly, since any two divisions of an employer, in different locations (however close they may be) shall be recognized as two different local outposts. On the other hand, a single local outpost may cover the territory of two adjacent administrative areas as well. The perimeter of a local outpost is marked by the boundaries of the establishment, which means that if a public road crosses the property it shall not disrupt the continuity of the boundary lines.

If the employer where the accident has occurred has no local outpost, indicate the employer's main activity.

9. Total workforce category:

Indicate in this box the category code consistent with the employer's total workforce. The total workforce shall include all part-time and full-time workers employed by the employer within the framework of organized employment at all locations and places of business of the employer (main office, fixed establishments, branches), including workers in temporary employment and persons working in public employment. The total workforce shall include the employees working under posting arrangements or temporary employment relationships (LSA, Point 8 of Section 87), as well as students attending apprenticeship training courses.

Total workforce and local outpost workforce category code	Workforce category
0	None
1	1 to 9 employees
2	10 to 49 employees
3	50 to 249 employees
4	250 to 499 employees
5	500 or more employees

9	Number of employees is not known
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10. Local outpost workforce category

Enter in this box the workforce category code (Point 8) consistent with the number of employees working in the local outpost where the injured person was working. If the employer has no local outpost, indicate the category code consistent with the employer’s total workforce.

(B) Particulars of the injured person (employee):

1. Name:

Enter the injured person’s full name, as shown in his/her personal identification document.

2. Social security number:

Indicate in this box the injured worker’s Social Security Identification Number (TAJ) as shown in his/her official certificate. In the absence thereof, enter 000-000-000.

3. Birth name:

Enter the injured person’s full name as shown in his/her personal identification document.

4. Mother’s name:

Enter the injured person’s mother’s full name at birth, as shown in his/her personal identification document.

5. Place of birth:

Enter in this section the place of birth shown in the injured person’s personal identification document, or in the case of foreign workers the name of the home country in Hungarian.

6. Date of birth:

Enter in this box the date of birth shown in the injured person’s personal identification document (day: 01-31, month: 01-12, year). For example, if the employee was born on 6 April 1954, 06 for the day, 04 for the month and 1954 for the year shall be indicated.

7. Sex:

This box shall contain the code for indicating the sex of the injured person, which shall be 1 for a male, 2 for a female.

8. Nationality:

Indicate in this box the code for the nationality shown in the injured person’s personal identification document.

Code	Description
0	Nationality unknown
1	Hungarian national
2	National of another EU Member State
3	National of a non-EU country

9. Address:

This box shall indicate the home address shown in the injured person’s personal identification document. If not available, enter the place of habitual residence. If the injured person has no permanent or temporary home address or habitual residence in Hungary, this box shall be left blank and the foreign address shall be entered in block (H) under “Enclosures and comments”.

10. Phone number:

The phone number may be entered subject to the injured person’s prior consent.

11. Job description (FEOR):

Enter the vocation in which the injured worker was employed within the framework of organized employment (LSA, Point 9 of Section 87). Indicate in these boxes the FEOR number corresponding

to the definition provided in FEOR'08 (Standard Classification of Occupations). Where the accident is suffered by a student, indicate the vocation in which the practical training was provided.

12. Employment relationship:

Indicate in these boxes the nature of the injured worker's employment relationship (self-employed, contract of employment, other form of employment, unknown), the term of employment (definite or indefinite), and the code showing the working time (part or full-time employment) of the following codes:

Code	Description
000	Employment relationship unknown
100	Self-employed
311	Employment of indefinite duration (permanent), full-time work
312	Employment of indefinite duration (permanent), part-time work
321	Employment of definite duration (temporary), full-time work
322	Employment of definite duration (temporary), part-time work
500	Student (vocational and practical training)
900	Other employment relationship

Part time work shall mean any length of time less than what is considered full time according to the Labor Code, including shorter daily working time as well. For example, in the case of simplified employment, if the injured person was working in four-hour shifts on the day of the accident, enter 322 in the box for employment relationship. In the case of workers working full-time under a relationship concluded for an indefinite duration code 311 shall be entered.

Other employment relationship shall mean any relationship, other than what is contained in the above table, where work is carried out within the framework of organized employment in accordance with Point 8 of Section 87 of the LSA.

13.⁴⁵ Type of employment:

Indicate in these boxes the code of the injured worker's employment relationship:

01	Employment relationship (not including any work performed in the households of natural persons as employers of domestic personnel within the framework of simplified employment)
02	Public benefit employment
03	Government service relationship
04. ⁴⁶	Political service and commissioner's relationship
05	Public service relationship
06	Civil service relationship
07	Judge service relationship
08	Service relationship of judicial staff
09	Service relationship of prosecutors
10	Service relationship of professional members of the armed forces and law enforcement agencies
11	Legal relationship of employment in the case of cooperative membership
12	Students' legal relationship in vocational schools while carrying out the requirements of their professional training
13	Employment of vocational school students under apprenticeship agreement

⁴⁵ Enacted by Subsection (5) of Section 45, Point 2 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM, effective as of 1 January 2017.

⁴⁶ Established by Section 1, Point 1 of Annex of Decree No. 1/2019 (III. 28.) PM, effective as of 29 March 2019.

14	Employment of students within the framework of practical training
15	Employment of convicted persons and detainees
16	Community service work ordered in misdemeanor proceedings
17	Community service work ordered in criminal proceedings
18	Voluntary activities of public concern
19	Public service work organized (arranged, supervised or approved) by an employer
20	Teleworking
21	Outworkers
22	Simplified employment or occasional work relationships
23	Employment relationships with public employers
24	Temporary agency work
25	Members of social cooperatives performing work within a member's work relationship
26	Personal involvement under agreement for the provision of external services in a school cooperative
27 ⁴⁷	Service relationship of administrative staff of law enforcement bodies

(C) Details of the accident at work:

1. Date:

Enter in this box the date of the accident (day: 01-31, month: 01-12, year). For example, if the accident took place on 9 March 2014, 09 for the day, 03 for the month and 2014 for the year shall be indicated.

2. Time:

These boxes shall indicate the time of the accident on a 24-hour scale. For example, if the accident has occurred between 1 and 2 o'clock in the afternoon, enter 13, covering the time period between 13:00 hour and 13:59 hour. If the time of the accident is not known, enter 99, and indicate the reason for not knowing the time in block (H) under "Enclosures and comments".

Code	Description
00	between 00:00 and 00:59
01	between 01:00 and 01:59
02	between 02:00 and 02:59
...	
23	between 23:00 and 23:59
99	Time of accident is not known

3. Indicate the hour of the day when the accident occurred:

Hours shall be calculated from the time when the shift has begun, showing full hours. If the worker is working eight hours a day, and the accident has occurred during the first hour after the eight-hour shift, the box shall indicate 09. If working in an arrangement other than eight-hour shifts (e.g. part-time work, or working in an irregular work schedule), or in the case of special work duty, the length of working time and the rest period must be indicated in block (H) of the report under the "Enclosures and comments", indicating also the number of working days lapsed since the rest day or the last day off work, showing also the time (hour and minute) when the accident occurred. In the case of multiple shifts or split daily working time (that is to say when the employee starts work more than once in a 24-hour period), the hours shall be calculated from the time of commencing work for the first time, covering the rest period as well.

4. Type of injury:

⁴⁷ Enacted by Section 1, Point 2 of Annex of Decree No. 1/2019 (III. 28.) PM, effective as of 29 March 2019.

Describe the injury that resulted in the worker's incapacity. In the case of multiple injuries, indicate the most serious one. For example, if the worker suffered a dislocation and a closed fracture, enter "Closed fractures" (021). If other codes and descriptions are selected (019, 029, 039, 059, 069, 079, 089, 099, 109, 119, 999), the injury should be described precisely in block (H) of the report under the "Enclosures and comments".

Code	Description	This section includes:	This section does not include:
000	Unspecified, unknown types of injuries		
Wounds and superficial injuries			
011	Superficial injuries	Contusion, hit, haematoma, abrasion, scratch, vesication, bitten or stung by nonvenomous insects, superficial injuries, injury to scalp, injury caused by foreign body in the eye, ear, etc.	toxic effect of contact with venomous animals (code 071)
012	Open wounds	Ruptures, open wounds, incised wounds, contusion with damage, loss of nail, wounds involving injury of tendons and nerves	Traumatic amputation, enucleation, avulsion of eye (code 040), open fracture (code 022), burns involving wounds (code 061), superficial injuries (code 011)
019	Other wounds and superficial injuries		
Fracture of bones			
021	Closed fractures	Simple fractures, fractures involving joint disorder (dislocation, etc.), fractures involving internal injury or injury of nerves	
022	Open fractures	Fractures involving injury of soft tissue (fractura complicata) (open fractures)	
029	Other fracture of bones		
Dislocation, sprain and strain		Disorders of the musculoskeletal system related to overuse of muscles, tendons, cartilage and joints	
031	Dislocation	Partial dislocation (subluxation) of joint, misalignment of bones	Sprain fracture (code 021)
032	Sprain and strain	Ruptured, damaged muscles, tendons, cartilage (and joints) due to, and hernia resulting from, overuse	Code 031 covers all types of dislocation of joints, when bone ends are misaligned; where such injuries involve open wounds, code 012 shall apply
039	Other dislocation, sprain and strain		
040	Traumatic amputation (of body parts)	Amputation and crushing injuries, enucleation, including traumatic avulsion of eye and loss of ear(s)	
Concussion and internal injuries		All internal injuries without fracture, that is to say cerebral contusion, contusion of internal organs, including hemorrhage, rupture, breakage	Open wounds (code 012) and injuries involving fractures (code 020)

051	Concussion and intracranial injuries	Intracranial injuries	
052	Internal injuries	Injury of thoracic cavity, intra-abdominal and pelvic cavity organs	
059	Other forms of concussion and internal injuries		
Burns and scalds, frostbite			
061	Burns and scalds (thermal)	Burns from hot objects or from flames, scalds, corrosions, burns from friction, burns from radiation (infrared), sunburn, effects of lightning, exposure to electric current, burns with open wounds	Effects of radiation other than burn (code 102)
062	Chemical burns (corrosions)	Chemical burns (external) from caustic, corrosive substance	Chemical burns from swallowing corrosive substance (code 071)
063	Frostbite	Effects of reduced temperature (frostbite), frostbite with partial-thickness skin loss, frostbite with tissue necrosis	Body temperature below the normal range (hypothermia) and other effects of low environmental temperature (code 103)
069	Other forms of burns and scalds, and frostbite		
Poisoning and infection			
071	Acute poisoning	Acute poisoning by toxic or corrosive substance injected, swallowed, absorbed or inhaled, toxic effect of contact with venomous animals, asphyxiation by carbon monoxide or other poisonous gases	Chemical burns (external) (code 062), anaphylactic shock (code 119)
072	Acute infection	Viral and bacterial infections and infections by other infectious agents (accidental infections)	infectious diseases
079	Other forms of poisoning and infection		
Drowning and asphyxiation			
081	Asphyxiation	Suffocation by compression, choking or strangulation, including systemic oxygen deficiency due to low oxygen content in ambient air and obstruction of respiration by foreign body in respiratory tract	Asphyxiation by carbon monoxide or other poisonous gases (code 071)
082	Drowning and nonfatal submersion		Asphyxiation under code 081, suffocation by threat to breathing due to cave-in, snowfall, falling earth and other solid substances
089	Other drowning and asphyxiation		
Effects of noise, vibration and pressure			
091	Acute hearing loss	Partial or complete loss of hearing	
092	Pressure effects	Effects of air pressure and water pressure (barotrauma)	
099	Other acute effects of noise, vibration and pressure		
Effects of exposure to extreme temperature, light and radiation			

101	Heatstroke and sunstroke	Effects of excessive heat and sunlight (heatstroke, sunstroke), exposure to excessive heat of man-made origin	Shock from lightning (code 112), sunburn (code 061)
102	Effects of radiation (other than thermal)	Radiation sickness, exposure to rays emitted by radioactive substances, effects of ultraviolet radiation, eye inflammation caused by welding light	
103	Effects of reduced temperature	Accidental hypothermia and other effects of reduced temperature	Frostbite (code 063)
109	Other effects of exposure to extreme temperature, light and radiation		
Shock			
111	Shock due to aggression and threat	Shock during or resulting from aggression and threat, such as bank robbery, aggressive behavior by buyers and customers, shock during or resulting from social conflicts	Anaphylactic shock (code 119), shock following injury (code 112)
112	Traumatic shock	Shock due to lightning, electric shock, shock (immediate) (delayed) following injury	Anaphylactic shock (code 119), shock during or resulting from aggression and threat (code 111), nontraumatic accidents
119	Other forms of shock	Nontraumatic aggression by animals, nontraumatic natural disasters and other similar events without direct human involvement; anaphylactic shock	
120	Multiple injuries	Covers only those cases where the injured person suffered at least two, equally severe injuries	
999	Unspecified other injuries	This group covers injuries which are not classified elsewhere: injury of nerves and spinal cord, injury of blood vessels, effects of foreign body entering through natural orifice, etc.	

5. Description of the injury

Specify the part of the body that was injured the most in the accident. For example, if left hand, index finger was injured, enter code 54 "Finger(s)". If other codes and descriptions are selected (19, 29, 39, 49, 59, 69, 99), the injury should be written precisely in block (H) of the report under "Enclosures and comments".

Code	Description
00	The injured body part cannot be identified
Head without a more specific description	
11	Head, brain and cranial nerves, cerebral vessels, blood vessels
12	Face
13	Eye(s)
14	Ear(s)
15	Teeth
18	Multiple head injuries

19	Other unspecified injuries of head (e.g. forehead, nose, mandible, temporal lobe, occipital, muscle and tendon of head)
Neck, including cervical spine and cervical vertebra	
21	Neck, including cervical spine and cervical vertebra
29	Other parts of cervix not elsewhere classified (e.g. nape, occipital muscles)
Back, including spinal column and thoracic vertebra	
31	Back, including spinal column and thoracic vertebra
39	Other parts of back not elsewhere classified
Trunk and internal organs, unspecified	
41	Chest and rib, including joints and scapula
42	Chest and internal organs
43	Pelvis and abdomen, including organs
48	Trunk, multiple injuries
49	Sections of trunk not elsewhere specified
Upper limbs, unspecified	
51	Shoulder and joints (acromion, clavicle)
52	Arm, including elbow (also upper arm and forearm)
53	Hand (including palm and metacarpus)
54	Finger(s)
55	Wrist
58	Upper limbs, multiple injuries
59	Sections of upper limbs not elsewhere specified
Lower limbs, unspecified, including bones and muscles	
61	Hip and hip joints
62	Foot and knees (including thigh and lower leg)
63	Ankle
64	Foot (including planta)
65	Toe(s)
68	Lower limbs, multiple injuries
69	Sections of lower limbs not elsewhere specified (e.g. gluteus, lower limb muscles, Achilles tendon)
Whole body or multiple bodily injuries	
71	Whole body (overall systemic effects) (Major body sections, e.g. burns and frostbite)
78	Other body parts effected
99	Other parts of the body not elsewhere classified

6. Place of work:

Indicate in this box the place where the worker was at the time of the accident.

Code	Description
1	Normal place of work
2	Variable workplaces
9	Other places of work

The 'normal place of work' must not be broadly construed, that is to say it should be understood as a fixed location within the establishment of the local outpost where the employee habitually works, such as a shop, a store, an office and - generally - within the establishment of the employer's local outpost.

'Variable workplace' applies in a broader sense, covering the following:

- The place of work is 'mobile', i.e. not permanent (truck driver, agricultural worker, construction worker, repairman, maintenance man, street sweeper etc.);
- Typically, unique situations for persons working in places which are considered permanent:
 - = Travel on the employer's behalf;

= Activities carried out in the employer’s name or on the employer’s behalf outside the local outpost, inside the facilities of a client or another employer (meeting, assignment, business negotiations, installation work or repair, etc.);

= Temporary assignment at a location other than the employee’s normal place of work, carrying out activities or taking actions in a fixed workplace at another employer. This includes places of work occupied for several days or weeks which, however, do not constitute a final assignment (for example, temporary posting of an employee of the company or an employee sent by a placement agency to another employer, maintenance work carried out at a customer’s location, etc.).

‘Other places of work’ shall mean workplaces other than those mentioned above, which are to be indicated in block (H) under “Enclosures and comments”.

7.⁴⁸ Geographical location of the accident:

Geographical location where the worker suffered the accident at work. If the accident at work took place in Hungary, provide a written account of the location where the accident took place, indicating the address precisely (postal code, town, street, etc., number). Enter in the appropriate boxes the identification code of the municipality (settlement) in accordance with the ministerial decree on the common classification of territorial units in effect at the time the report is completed.

Example:

The place of accident at work is the employer’s branch at Vezsény, Fő út 23.

7. Geographical location of the accident: 5093 Vezsény, Fő út 23.	2	1	1	5	7
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If the accident took place outside the boundaries of a community, and the community cannot be clearly identified, the county where the accident at work has occurred shall be taken into consideration and the name and the municipality identification code of the nearest community inside that county has to be indicated. If the accident at work occurred on a public road, indicate the code of the road and the km section. If the public or private road cannot be identified, the county where the accident at work has occurred shall be taken into consideration and the name and the municipality identification code of the nearest community inside that county has to be indicated. If the accident at work took place in a foreign country, enter the name of the country and the town. Enter in these boxes the NUTS codes published by Eurostat for the relevant EU Member States, in effect at the time the report is completed, entering the country code in the first two boxes and the code of the county where the accident at work took place in the next three boxes. In the case of non-EU States, the first three boxes shall contain the letters NEU, or UNK if the geographical location of the accident at work cannot be clearly identified.

For example, if the accident at work took place in Germany, on a motorway close to Hamburg, this section shall be completed as follows:

7. Geographical location of the accident: Germany, Hamburg	D	E	6	0	0
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⁴⁸ Established by Subsection (2) of Section 2 , Point 1 of Annex 2 of Decree No. 6/2018 (III. 1.) NGM, effective as of 4 March 2018.

8.⁴⁹ Extent of injury:

Enter in this box the code appropriate for the extent of the injury.

Code	Description
0	Minor accident at work, absence from work between 1-3 working days
1	Minor accident at work, absence from work over 3 working days
2	Less severe accident at work involving mutilation
3	Severe accident at work involving mutilation
4	Fatal accident at work (the injured person, her fetus or newborn)
5	Permanent disability depriving the person of an independent life
6	Accident at work resulting in the loss of any sense organ (or perceptual ability) and/or in the loss or significant damage to the ability to reproduce
7	Accident at work causing a critical injury or any serious health impairment according to medical diagnosis
8	Accident at work resulting in the loss of speech or conspicuous disfigurement, paralysis, and/or mental disorder

9.⁵⁰ Length of incapacity:

Length of incapacity means the number of full working days when the employee was unfit for work resulting from the accident at work.

The number of working days of incapacity for work shall be indicated in the appropriate boxes in a three-digit format. The obligation of reporting applies only to the accidents rendering the employee unfit for work for more than three full working days, accordingly, if the number of working days of incapacity is in a spectrum of 004-125 (including both end numbers), the number of working days when the employee was in fact unfit for work shall be indicated. For example, in the case of fifteen working days of incapacity code 15, and in the case of ninety-six working days of incapacity code 96 shall be entered. Special codes shall be used if the accident results in incapacity reaching or exceeding one hundred twenty-six working days (at least six months), and also for long-term incapacity (997), and for fatal accidents (998). In these cases the number of working days lost until the long-term incapacity is established or until the time of death shall not be taken into consideration.

If the length of incapacity of the injured worker is not known before the deadline of submission of the accident at work report, an "A" shall be entered. When the length of incapacity becomes available, a copy of the accident report - containing the number of working days of incapacity - must be dispatched without delay (data disclosure: code 4), or by the eighth day of the month following the subject month, to each location designated by the relevant legislation as a recipient of the original report. If sent by post the accident report containing the number of days of incapacity is to inter alia contain - in addition to the number of days of incapacity - the information contained in blocks (A), (B), (C) and (I) from the data of the original report.

Where, after recovery, the employee once again becomes unfit for work for reasons attributable to the accident at work, a report containing the number of working days of incapacity has to be

⁴⁹ Established by Subsection (5) of Section 45, Point 3 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM, effective as of 1 January 2017.

⁵⁰ Established by Subsection (3) of Section 2, Annex 3 of Decree No. 33/2016 (IX. 8.) NGM, effective as of 23 September 2016. Amended by Subsection (5) of Section 45, Point 4 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM.

made out, indicating the total number of working days of incapacity. In that case, the length of incapacity shall be determined by adding the number of subsequent working days of incapacity to the number of working days of incapacity previously reported. If sent by post, in addition to the number of all days of incapacity, blocks (A), (B), (C), (I) of the report shall also be completed, and an explanation for re-sending the report must be provided in block (H) under “Enclosures and comments”.

For example, the injured worker missed ten full working days of work the first time, which the employer has duly reported. After recovery, the worker returned to work, however, it was later revealed that he needs surgery for reasons stemming from the accident and, consequently, he/she lost another thirteen working days of work. In that case, the employer shall make out an accident report containing the number of working days of incapacity, entering 023 (010+013) in the boxes for the length of incapacity.

Code	Description
004-125	Number of working days of incapacity
997	Long-term incapacity reaching or exceeding one hundred twenty-six working days
998	Fatal accident at work
A	The length of incapacity of the injured worker cannot be determined before the deadline of submission of the report

(D) Detailed description of the accident at work:

In this block the employer is to provide an account - as accurately as possible - concerning the circumstances leading to the accident at work and the events of the accident (where and how the accident took place, indicate the circumstances and causes, etc.), as well as a clear and brief account of all facts, circumstances and events relating to the accident and, optionally, the injured person’s work experience.

The accident at work report shall offer an in-depth explanation of the facts and circumstances contained in block (E) of the report, avoiding any contradiction between the preferably brief (one or two word) replies provided in the said block and the account given in the accident report.

The description of the accident at work may be continued on a separate sheet, with photographic evidence and site plans enclosed, among others, to demonstrate the location and the environment where the accident took place.

Other injuries sustained during the accident at work, apart from the ones shown in block (C) under Point 4, shall be indicated in block (H) under “Enclosures and comments”.

(E) Other information relating to the accident at work:

In this block fill out the sections where a written response is required as briefly as possible, limited to one or two words only.

1. Work environment:

Provide a description of the work place, work site or general surroundings where the accident took place (manufacturing plant, agricultural area, maintenance shop, paint shop, construction/demolition site, warehouse, traffic area, stable, etc.).

2. Work process:

Indicate the overall activity in which the injured person participated at the time of the accident, including his/her tasks. The work process offers a general explanation of the type of work or task, that the injured person carried out during the time interval that ended in the accident, which does not necessarily have to coincide with the injured person’s job or the physical activity that was in fact carried out at the time the accident occurred. Generally, the work process represents a specific

time interval. Work process examples: production, manufacture, construction, agricultural work, animal husbandry, education, driving, maintenance, repair, warehousing, etc.

3. Physical activity performed by the injured person:

Indicate the physical activity that was in fact performed by the injured worker at the time of the accident, that is to say, what the injured person was doing specifically when the accident took place. A physical activity covers a short time period only, whereas 'work process' pertains to a function carried out over an extended period of time.

For example, what was the injured person doing? Used a drill, drove a motor vehicle, worked with a power-operated hand tool, carried a load manually, moved about on foot, etc.

3.1. Material (tangible) factors of physical activities

Indicate the work equipment, including the subject matter and the material as well (material factor), that the injured worker used at the time of the accident, with which he/she was working, irrespective of whether or not the given work equipment did have a role in the occurrence of the accident. If, however, the physical activity is related to several material factors, indicate the one that can be related the closest, or is in fact connected the closest to the accident.

Material factors: portable drilling machine, hammer, machine parts, etc.

Examples: While *cleaning* (work process) the injured person *went up* (actual physical activity) the *stairs* (material factor).

In the process of *making furniture* (work process) the injured person *lifted* (actual physical activity) a *piece of wood* (material factor) by hand.

4. Extraordinary event leading to the accident:

Indicate the irregular event derogating from usual work processes, or irregularity, to which the accident can be attributed. In connection with any series of events, specify the last irregularity (that is chronologically the closest to the contact from which the injury originates) that led to the accident.

Extraordinary event leading to the accident: break with splinters, explosion, loss of control over work equipment, slipping, tripping, explosion, etc.

4.1. Extraordinary event material (tangible) factor:

Indicate the work equipment connected to the extraordinary event, including the subject matter and the material (material factor) as well, that the injured worker used at the time of the accident, with which he/she came into contact, and that malfunctioned or broke down, thus causing the accident, or that contributed to the occurrence of the accident. Where there are several material factors linked to the last extraordinary event, indicate the last material factor, i.e. the one that is chronologically the closest to the contact from which the injury originates.

Extraordinary event material factors: drilling machine, building structures (doors, walls) etc.

Examples: The injured person *fell down* (irregularity) the *stairs* (material factor).

The injured person *lost control* (irregularity) of a *hand-held angle grinder* (material factor).

5. Contact leading to the injury, type of injury:

Specify the act that led to the accident, describing the way the worker sustained the injury and how he/she came into contact with the object cited as the cause of the accident. Where several contact has occurred resulting in injuries, indicate the one that caused the most severe injury.

Injury arising from contact: contact with flying object, contact with scolding object, collision with a stationary object, being trapped between objects or trapped under solid substances due to cave-in, or being hit by a falling object, etc.

5.1. Injury arising from contact, material (tangible) factors:

Indicate the work equipment related or connected to the contact leading to the injury, including the subject matter and the material (material factor) as well, with which the injured worker came

into contact, or that caused mental health impairment. If the injury is related to several material factors, indicate the one that can be related the closest to the injury. Material factor: splinter from machine tools, hack-saw, shovel, hammer, etc.

Examples: The injured person *fell down* (contact - injury type) and hits the *floor* (material factor) hard.

The injured person is *hit* (contact - injury type) by a *falling screwdriver* (material factor).

6. Human factor:

The human factor that may have contributed to the accident shall be indicated in the S (injured person) section relating to the person who suffered the accident. If any other person had some role in the occurrence of the accident, it shall be mentioned in section M (other persons). In the event where several human factors can be attributed to the accident, indicate the one that had the greatest impact in causing the injury. For example, where the lack of discipline results from being under the influence of alcohol, alcohol consumption shall be indicated as the reason. Where any other factor apply, it shall be specified in block (H) under “Enclosures and comments”.

Code	Description
00	Human factors did not have any role in the accident
01	Lack of training, lack of qualifications
02	Inexperience
03	Medical reasons (incapacity for health reasons, other irregular physiological impact)
04	Working under the influence of alcohol
05	Working under the influence of pharmaceuticals
06	Working under the influence of narcotic drugs
07	Lack of education
08	Negligence
09	Misconduct, lack of discipline, disregard for regulations or instructions
10	Other human factor not elsewhere classified

7. Fitness of safety and signaling equipment, personal protective equipment and other safety devices:

The employer shall enter in boxes 7.1-7.5 the findings of the investigation concerning the safety features of the work equipment (protective shield, safety gear) warning signal equipment, personal protective equipment and other safety devices using a codes 1 to 8 as appropriate. The concept of other safety devices shall include, for example, protection of falling objects at construction sites and in buildings, safety belt for motor vehicles, etc.

Code	Description
1	Serviceable, properly used
2	Serviceable, improperly used
3	Serviceable, unused
4	Not serviceable, properly used
5	Not serviceable, improperly used
6	Not serviceable, unused
7	Required, but not available
8	Not required

(F) Cause/reasons leading to the accident:

Relying on the findings of the investigation, provide a brief description of the infrastructure and personal conditions, as well as organizational factors that may be cited as the cause or the reasons directly or indirectly attributable to the accident. For example, lack of safety regarding the given work equipment or work place, failure to carry out the maintenance and control procedures

prescribed for the work equipment in question, improper use of dangerous substances, lack of coordination in construction sites, etc.

(G) Employer's actions to prevent similar accidents from happening in the future:

The employer shall indicate his opinion as to whether any measures are required relying on the findings of the investigation and, if yes, the kind of measures proposed, the deadline prescribed and the person placed in charge (even if they have already been implemented immediately after the accident). The measures shall be devised and clearly defined specifically for the workplace, work equipment, organizational function. The measure may be of a technical nature (technological changes, work equipment restructured, safety device installed, etc.), it may concern organizational matters (e.g., reworking the work schedule, break time provided, revisions in the employer's internal regulations, supplying personal protective gear, etc.) or it may concern education and training.

(H) Enclosures and comments:

Provide a list of documents enclosed with the accident at work report.

For example:

- interrogation reports [injured person, witness(es)],
- number of photographs taken,
- test results of alcoholic influence, if any,
- copies of professional qualifications, operating license,
- results of aptitude test, medical examination, personal hygiene,
- copies of technological, operating and maintenance instructions,
- copy of the relevant part of risk assessment,
- results of instrumental measurements,
- expert's opinion,
- comments of the workers' representative written on a separate sheet.

Furthermore, enter in this section any other - previously not indicated - fact that may be of import relating to the report, such as:

- other injuries sustained during the accident at work, apart from the ones shown in block (C) under Point 4,
- if the employer is a placement agency or a temporary-work agency, the name and address thereof,
- if the findings of the workers' representative differs from that of the employer's, or has an opinion, such opinion or finding,
- if the investigation of an accident is carried out by a contractor, the name (corporate name) and address of the contractor,
- the employer's mailing address it differs from the registered office or home address,
- if the injured person has no permanent or temporary home address or habitual residence in Hungary, the foreign address,
- if the time of the accident is not known, the reason thereof,
- if working in an arrangement other than eight-hour shifts, or in the case of special work duty, the length of working time and the rest period,
- the number of working days lapsed since the last rest day of the injured person, or the last day off work, showing also the time (hour and minute) when the accident occurred,

- if the injury, the injured body part or the human factor indicated is of the 'other' category, the injury, the injured body part or the human factor that may have contributed to the accident shall be specifically indicated,

- if neither of the places of work provided in block "C" under 'other places of work' can be connected to the place of work,

- the reason if the accident at work report is re-submitted,

- the blocks and points revised in the amending report relative to the original report.

If there is not enough space available inside the block for listing the documents as required, a separate list of documents shall be attached, and it shall suffice to make a reference in block (H) to this list.

This block is reserved for the employer to express any fact, circumstance or opinion that was not included in the previous sections and that he deems important in connection with the accident at work. This box shall also contain an explanation for any delay in data disclosure. If there is not enough space in the report to enter all comments, a separate sheet may be attached to the report containing the continuation of the comments.

(I) Particulars of investigators, verifications:

1. The workers' representative for occupational safety:

This box must contain a code in all cases, from the codes listed adjacently. If the workers' representative took part in the investigation of the accident, he/she shall sign the report. If the workers' representative's findings and opinion differs from that of the employer, such findings and opinion shall be attached to the accident at work report - upon the workers' representative's request - on a separate sheet, and shall be indicated in block (H) under "Enclosures and comments".

2. Investigation conducted by:

Enter the name of the person who investigated the accident, and the date of closing the investigation. The person who investigated the accident shall sign the closing investigation report. If the person who investigated the accident is trained in the field in labor safety, the number of the document in proof of occupational safety qualifications shall also be indicated. If the investigation of an accident is carried out by a contractor, the name (corporate name) and address of the contractor shall also be indicated in block (H) under "Enclosures and comments".

3.⁵¹ Doctor specializing in occupational health:

The doctor specializing in occupational health is required to sign the closing investigation report if he was involved in the investigation of the accident, with his seal number also indicated. Enter the name of the doctor specializing in occupational health involved in the investigation of the accident, and the date of terminating his involvement in the investigation. If the investigation of an accident is carried out by a contractor, the name (corporate name) and address of the OSH contractor shall also be indicated in block (H) under "Enclosures and comments"

4.⁵² Employer's representative:

This box shall contain the name and position of the employer's director or the person authorized by the director in writing (whether on an ad hoc basis or on the basis of internal policy), in the case

⁵¹ Established by Subsection (5) of Section 45, Point 5 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM, effective as of 1 January 2017.

⁵² Enacted by Subsection (5) of Section 45, Point 6 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM, effective as of 1 January 2017.

of private entrepreneurs or if the employer is a private individual, the name of the person exercising employer's rights shall be indicated. After the date of signature, the report may be signed by the person whose name and position is indicated in the appropriate box. If the employer has a stamp, the signature shall be verified by affixing the lawful seal of the employer.

(J)⁵³ Occupational safety authority for checking the report:

This box is reserved for comments and steps made in connection with the investigation of the accident and the completion of the report.

Following the examination (investigation, coding) of any event of an accident at work the person acting on behalf of the occupational safety and health authority shall enter in the space appropriate his name, the number of his credentials, the date of conclusion of the inspection and shall sign the report.

Annex 6 of Decree No. 5/1993 (XII. 26.) MüM⁵⁴

⁵³ Established by Subsection (5) of Section 45, Point 7 of Annex 5 of Decree No. 62/2016 (XII. 29.) NGM, effective as of 1 January 2017.

⁵⁴ Repealed: by point 1 paragraph (2) Section 686 of Government Decree No. 182/2009 (IX.10.) Korm. No longer in force: as of 1. 01. 2010.