



Supervisor's Report of Employee Injury

To Be Completed by Employer:

Employee Name: _____

Occupation: _____ Age: _____

Date of Injury: _____ Time of Injury: _____ am/pm

Date Reported: _____ Time Reported: _____ am/pm

Accident Location: _____

Type of Injury: _____

Medical Facility: _____

Did Injured Leave Work? _____ Date: _____ Time Reported: _____ am/pm

Did Injured Return to Work: _____ Date: _____ Time Reported: _____ am/pm

1. Describe how the accident occurred: _____

2. Names of witnesses: _____

3. What steps have been taken to prevent similar accidents?: _____

Supervisor's Signature: _____ Date: _____

QUICK GUIDE
for
ACCIDENT INVESTIGATION

This quick reference guide is information for supervisors and managers to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees' should be trained to report injuries to supervision, no matter how minor they may be. "Near-accidents" should also be reported and investigated by supervision. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

- A. Act at once. Talk with injured employee immediately if possible. (one on one is best) Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. The questions that you ask should focus on the *who, what, when, where, how* and *why* facts of the accident.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgment, disobeying rules.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment to the person responsible.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2: Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the Human Resource Services office.

Step 3: HRS will provide injured employee with an "Employee's Claim for Workers' Compensation Benefits" form before or after treatment or as he or she is able.

Step 4: Follow-up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident.