

Supervisor First Report of Incident Instructions

A. Employee Responsibilities: Employees shall immediately report all workplace accidents/injuries and incidents (unanticipated events with personal injury potential) to their supervisor.

B. Supervisor Responsibilities:

1. **Accident Response:** The immediate concern of management shall be to ensure that an injured individual is provided necessary and appropriate care. The Supervisor has primary responsibility for managing this response.

2. **Reporting:** Ensure that all employee workplace injuries are promptly reported to the company's Workers Compensation Manager.

3. **Accident Investigation:** Complete a *Supervisor First Report of Incident* form within one working day of the incident. Separate witnesses from each other to insure an unbiased account of accident details, and collect statements. Remove or restrict access to any equipment or other physical evidence involved until it can be examined. List all possible Causes/Contributing Factors, including:

Unsafe workplace conditions, such as inadequate/unguarded equipment; defective tool, equipment or device; hazardous workstation layout; inadequate lighting or ventilation; lack of appropriate clothing, personal protective equipment, equipment, or tools; insufficient training; icy or slippery conditions; uneven walking surface; and/or:

Unsafe acts by people, such as operating equipment without permission; operating at unsafe speeds; lack of de-energizing equipment before servicing; bypassing a safety device; using defective equipment; using equipment in an unapproved way; unsafe lifting and/or taking an unsafe position or posture; distraction; horseplay; inadequate footwear; failure to wear personal protective equipment; failure to use the available equipment/tools.

Forward a copy of the report to the Workers Compensation Manager if an employee has been injured.

4. **Hazard Correction:** Correct hazards that are identified during the accident/incident investigation.

C. Completed Report Management: The site Workers Compensation Manager shall be responsible for maintaining a copy of the completed Supervisor First Report of Incident in the appropriate file and shall forward copies as per management policy.

D. Reporting Serious Injuries: The designated management representative is required to report to OSHA at 1-800-321-OSHA (6742):

1. All work-related **fatalities** - within **8 hours**.
2. All work-related **in-patient hospitalizations, amputations, or a loss of an eye** - within **24 hours**.

E. Review and Assessment: The Safety Committee should review accident/incident reports during each Safety Committee meeting and should use these reports to assess the adequacy of or need for additional corrective action including additional employee safety training.

Supervisor First Report of Incident

It is company policy that all workplace accidents, injuries and incidents (unanticipated events with personal injury potential) be reported immediately.

Accident Date and Time:		Date and Time Reported:	Was Anyone Injured? Yes No	
Injured Employee Full Name:		Job Title:	Department:	
Accident Result: (check) Injury___ Skin Disorder___ Respiratory Condition___ Poisoning___ Hearing Loss___ Other:_____				
First Aid Administered By:		Medical Care Authorized By:	Medical Facility Referred to:	
Brief Description of Treatment(s):		Body Part(s) Affected:	Is Lost Work Time Anticipated?:	
Address and Location of Incident: Is this Employee's Regular Work Address? ___Yes ___No			Equipment Involved:	
Description of Accident: (attach photos to aid description)				
Apparent Cause of Accident:				
Possible Contributing Factors (see Instruction B.3 on reverse):				
Witness Name(s): (attach additional sheet for each witness statement)				
Actions Needed To Prevent Recurrence:				
Supervisor Signature:		Date:	Employee Signature:	
Supervisor Print Name and Phone Number:			Employee Print Name and Phone Number:	

Note: If an employee injury is involved, forward completed report to the Workers Comp Manager. Work-related fatalities, inpatient hospitalizations, amputations, and loss of an eye must be reported to OSHA.