

▶ Hanover Risk Solutions

Supervisor's Report of Accident

Company name _____ Employee involved _____

Dept. where accident occurred _____ Employee's regular dept. _____

Machine # or equipment employee was working with _____

Occupation _____ Length of time on job where accident occurred _____

Date of accident _____ Time of accident _____ a.m. p.m. Shift _____

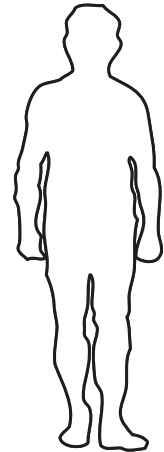
If an injury occurred, was it treated On site EMS Clinic Hospital

Other (describe) _____ Near miss-no injury

Following treatment the injured employee returned to work:

Same day Next shift Lost time at: Previous job Modified work

Completely describe accident (who, what, when, where, why)



(Circle body part injured)

Body part(s) injured (see pp. 2-3) _____

Nature of injury (see p. 3 for choices) _____

Accident type (see p.3) _____

Analyze and then describe the underlying causes of the accident, in your opinion, considering policies, procedures, equipment, training, and Supervision Practices. (Note—employee carelessness is not a cause.) _____

Analyze and describe the preventive measures you recommend to address the underlying causes of the accident, considering company policies, procedures, equipment, training, and supervision practices. (Note—just telling the injured employee to be more careful, after the accident, is an incomplete supervision practice.) _____

Supervisor’s Signature _____ Date _____

Employee Signature _____ Date _____

Person or position who would be responsible for implementing the above: _____

Action(s) or corrective action(s) taken to prevent re-occurrence of the above incident or the like:

Date corrective action(s) completed: _____ By: _____

Signature of individual: _____

Reference Information

Policy

What your company has determined to be standard practice.

Example: Eye protection will be worn when necessary.

Procedure

Who is responsible for, and how, the policies are to be carried out.

Example: The supervisor will see that safety glasses are worn when necessary.

Supervision

What and how the Supervisor’s responsibilities are for enforcing the Policies and Procedures.

Example:

- *Determine if the task requires eye protection, and*
- *If it does, will assign safety glasses to each employee, and*
- *Will check to see if everyone puts them on and*
- *Continues to wear them.*

Equipment

Could also include tools, personal protective equipment, the work area, the product, and containers.

Example: Properly fitting Safety Glasses in good condition.

Body Part

Pick one then copy it on the front side of the form.

- Upper Back
- Lower Back
- Head
- Ear
- Eye
- Face
- Finger/Thumb
- Hand
- Wrist
- Arm
- Shoulder
- Foot

- Knee
- Leg
- Groin/Pelvic
- Internal Organ
- Other (describe) _____

Nature of Injury

Pick one then copy it on the front side of the form.

- Strain/Sprain
- Cut/Laceration
- Puncture
- Bruise/Contusion
- Inflammation
- Fracture
- Repetitive Motion
- Dermatitis/Rash
- Eye Struck by
- Burn
- Shock
- Crush
- Amputation
- Hernia
- Crush
- Other (describe) _____

Accident Type

Pick one then copy it on the front side of the form.

- Assembly Operations
- Lifting/Lowering
- Pushing/Pulling
- Other Manual Material Handling
- Operating Machine
- Adjusting Machine
- Repetitive Work
- Vehicle Related
- Office Work
- Using Hand Tools
- Slip/Fall Same Level
- Slip/Fall From Heights
- Painting
- Buffing/Grinding
- Construction Operations
- Cooking
- Welding/Burning
- Agricultural
- Other (describe) _____

Miscellaneous Comments: _____

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