

604.6 Filing the Supervisor's Accident Report Form

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1 Introduction

2 Scope

3 Definitions

3.1 Definition phrase or word

4 Policy and Procedure Statements

All accidents and injuries, no matter how slight, must be reported immediately to the injured employee's supervisor. As soon as possible after the accident, the supervisor should conduct a thorough investigation of all the details to determine the cause of the accident and what could have been done to prevent it.

Necessary Form - Supervisors are required to complete a [Supervisor's Accident Report Form](#), on any accident occurring under their supervision.

PREPARE SUPERVISOR'S ACCIDENT REPORT FORM

Procedure Steps -

- Complete the Accident Form, being as specific as possible.
- Answer all questions as completely and detailed as possible. What you put here may prevent the recurrence of a similar accident.
- Sign and date the form.
- Forward one copy of the completed report to the University Office of Safety and Workers' Compensation.

4.1 Example policy 1

4.2 Example policy 2

5 Additional References

Human Resource Services, [Policy Statement 13](#), Employee Safety

6 Authority

7 Contact Information

8 Effective Date

9 Revision Dates