

# Filing the Supervisor's Accident Report Form

Policy 603.6

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Filing Accident Report

#### 4.1.1 All Accidents Reported

4.1.1.1 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.

#### 4.1.2 Necessary Form

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

### 4.2 Preparing Supervisor's Accident Report Form

#### 4.2.1 Procedure Steps -

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

## 5 Additional References

[Human Resource Services, Policy Statement 602.15, Employee Safety](#)

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates