

HOW TO FILL OUT THE IMMEDIATE SUPERVISOR'S REPORT OF EMPLOYEE INJURY:

Technically, this is not a workers' compensation form. It is a Safety form and it can be obtained by pulling up the Safety website on the Intranet and accessing the Forms menu. Although it is not a workers' compensation form, it does serve as part of the workers' compensation investigation and so the form should be used and a copy provided to both Safety and to the Workers' Compensation Division with the other initial forms.

In 1994, OSHA passed a law referred to in the industry as the "Be A Supervisor, Go To Jail" law. This new law gave OSHA the power to prosecute management criminally if they were aware of an unsafe condition and did not act to correct the unsafe condition. For this reason, employers were required to create an Injury and Illness Prevention Program [IIPP]. This form is part of that program and does protect supervisors from any OSHA prosecution.

This form is mandated to be used whenever there is an injury. There is a second Safety form available on the Safety website for reporting an Unsafe Condition. If there is an unsafe condition that is beyond the supervisor's authority to correct, this second form is used to put Safety on notice so the condition can be addressed. The Immediate Supervisor's Report of Employee Injury is used when an injury takes place.

The form must be filled out by typing. At this time, the form is not formatted for filling in on-line. The first box on the form provides all the information necessary for Safety to follow-up on the injury. The supervisor identifies where the Department is located physically [street number and address]. The person who is injured is identified by name, social security number, date of birth and gender; as well as occupation and date of hire. The injury is then identified by kind of injury or illness, the time the injury or illness took place. Although not listed on the form, the Date of Injury should be added in either under the "Nature of injury/illness" or under the description of the accident section.

Several of the data elements captured by this form are used in studies to determine kinds of injuries, trends, potential injury indicators, and so the more information provided, the more effectively Safety can work to help prevent injuries. As part of this study, there are additional data elements requested. These are whether or not someone provided First Aid to the employee, how many hours did the employee work in the last 24 hours [long work days can sometimes lead to an increase in injuries], was this a normal work function, when was the last day the employee worked, have they returned to work and was this an exposure to blood or bodily fluid that will require a different monitoring protocol under OSHA. Finally, the ID number is asked.

The next box gives the supervisor a place to discuss the injury and what happened. It also gives a place to identify any witnesses and how to contact them for any follow-up if needed.

The last box is called the Supervisor's Evaluation. Here the supervisor is called upon to make an evaluation as to what caused the injury. Was it an unsafe condition? Was it an unsafe act? Was it a combination of the two? Sometimes it may not fall into one or the other and so the supervisor will need to use his/her best judgment. If an employee is sitting at a stop sign and does nothing wrong, but is struck from behind, how would you qualify that accident? The employee did nothing wrong, so it is not an unsafe action. There was nothing wrong with the vehicle they were in so it does not appear to be an unsafe condition. In something like this, it may be an unsafe condition or an unsafe action on the part of someone else. These are not preventable. We cannot control someone else's vehicle or his or her actions, but that does not mean the accident was not caused by an unsafe act on the part of someone else. It does not fall under one of the suggested acts or conditions, so "other" would have to be used. Under the discussion of what was done to correct the condition or action the supervisor would have to note the action or condition was no under our control and for the employee to be more aware of other drivers around him/her.

The form then has four signatures required and the dates each person signed. One copy of the form is sent to workers' compensation, the white and yellow copies are forwarded to Safety and the pink copy is kept with the supervisor.