

Supervisor's Incident Investigation Report					
Instructions: Complete this form within 48 hrs of an incident that results in serious injury or illness.					
This is a report of a:					
	Death	Injury	Illness	First Aid	Property Damage
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor's Name:			Date of Incident:		
Describe the Incident					
What part of the employee's workday?		Location of Incident:		Time of Incident:	
<input type="checkbox"/>	Entering work?	<input type="checkbox"/>	Central Office		AM
<input type="checkbox"/>	Leaving work?	<input type="checkbox"/>	Middle School		PM
<input type="checkbox"/>	During meal break?	<input type="checkbox"/>	Elementary School	Was employee practicing unsafe work practices?	
<input type="checkbox"/>	During break	<input type="checkbox"/>	High School	Yes	No
<input type="checkbox"/>	Working Overtime?	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
What changes do you suggest to prevent this incident from happening again?					
<input type="checkbox"/>	Additional training needed?	<input type="checkbox"/>	Corrective action	<input type="checkbox"/>	Personal Protective Equipment
<input type="checkbox"/>	Review of safety policy?	<input type="checkbox"/>	Routinely inspect for hazard	<input type="checkbox"/>	Lock-out Tag-out Training
What should be (or has been) done to carry out the suggestion(s) checked above?					
Who completed this form?					
Name:			Date:		
<p>iSurety has to be contacted within 24 hours of an incident. Doing this allows us to protect UCA rights under the workers compensation law by completing the investigation process promptly, as well as directing medical care. The most crucial time of a claim is the first 24 hours. Each day that passes after the date of injury, pertinent information related to the claim can be lost, as well as UCA's rights under the law. This report is due into the Industrial Commission's office within the (5) day period. As indicated above, reporting claims immediately is required under the policy contract. Failure to comply with this obligation could result in actions up to and including cancellation of the policy contract.</p>					