



## COMPLETION INSTRUCTIONS FOR SUPERVISORS' REPORT OF ACCIDENT (SRA)

The primary purpose of the SRA is to investigate the accident. It is also used to report the accident to the central office where the First Report of Injury is then completed by administrative personnel. The SRA should be filled out as soon as possible after the accident.

If the SRA is incomplete or delayed, corrective action may also be delayed. A delay in taking corrective action will probably result in the occurrence of a similar accident.

The initial information asked for at the top of the SRA concerning the injured person's name, occupation, age, job history and loss of time from work is self-explanatory, but very necessary for eventual completion of the First Report of Injury.

The following is a line-by-line set of instructions for completing of the SRA by the **Supervisor** of the injured employee. Concrete examples of important parts of the form are given for your use. This report should **not** be completed by the injured employee.

### QUESTIONS

1. Was proper instruction given to the employee on how to do the job safely? Supervisors should instruct their employees on how to do the job efficiently and safely.
2. Referred to in question #1.
3. The supervisor should have told the employee what personal protective equipment is necessary to do the job. Did the employee wear the personal protective equipment when this job was being done?
4. Was the work area clean and well organized? i.e., scraps on the floor, blocked aisles, wet floor, spilled food, etc.
5. Was there inadequate supervision? Did horseplay or practical jokes contribute to the accident?
6. Was the injured person using equipment that was unsafe and in need of repair? i.e., broken ladder, bad electric cord on drill, etc.
7. Would a guard prevent another accident from happening? i.e., guard around the belts and pulleys, railing properly in place, guard on saw, etc.
8. Did this person have any bodily defects which might have helped cause the accident? i.e., poor vision, previous back injury, etc.
9. Most injuries are caused in part by unsafe acts. An Unsafe Act is something that the injured person or another person did, that he or she should not have done, which led to the accident. Below is a list of the most common unsafe acts and contributing factors:
  1. Operating without authority
  2. Failure to warn or secure
  3. Operating at unsafe speed
  4. Making safety devices inoperative
  5. Using equipment, tools, materials or vehicles unsafely
  6. Using defective equipment, materials, tools or vehicles
  7. Failure to use personal protective equipment
  8. Failure to use equipment provided (except personal protective equipment)
  9. Unsafe loading, placing and mixing
  10. Unsafe lifting and carrying (including insecure grip)
  11. Taking an unsafe position
  12. Adjusting, clearing jams, cleaning machinery in motion
  13. Distracting, teasing
  14. Poor housekeeping practices
  15. Disregard of instructions
  16. Lack of knowledge or skill
  17. Act of other than injured
  18. Others .....
10. The accident should have been reported immediately to the supervisor; was it?

### Accident

1. Describe what the injured was doing at the time of the accident.
2. What happened?
3. Who was involved?
4. What injuries resulted?

Example: John was drilling a hole in the ceiling and chips of plaster fell into his eye. (This answers questions 1 and 2.) John got chips of plaster in his eye, resulting in a scratch to his eye. John was wearing his prescription glasses. (This answers questions 3 and 4.)

Note the names of witnesses, if any.

### Unsafe Act

Refer to question 9 above and examples of Unsafe Acts. Example: John was not wearing proper personal protective equipment.

### Unsafe Conditions

1. Defective tools, equipment, substances
2. Unsafe design or construction
3. Hazardous arrangement
4. Improper illumination
5. Improper ventilation
6. Improper dress
7. Poor housekeeping
8. Congested area
9. Other

**Action Taken** Example: John has been re-instructed to wear proper personal protective equipment such as goggles or face shield when drilling overhead.

**Remedy** Example: Standard safety policy should be adopted that requires use of personal protective equipment. This policy should be strictly enforced by the supervisors.

**Medical Care:** Include all medical information that is known at this time. Do not delay the completion of this form for more complete information.

**As supervisor, do you feel that this injury should be covered under workers' compensation benefits?** As a general rule, if the employee is injured while at work, that injury is covered under workers' compensation. However, if you as supervisor, have reason to suspect that the injury did not occur at work, please tell us. This is only an opinion and by itself will not deny benefits.