



EHS Fact Sheet

Completing Employee Injury Reports

Introduction

Employee injury reports are an integral piece in eliminating safety hazards. These reports serve as a guideline for employees and supervisors to help gather all of the necessary information to complete an accident investigation. Injury reports should be completed by both the injured employee and the employee's supervisor to ensure that the accident is described in full detail. To help provide the most information, always remember to complete the entire form. All information should be completed and submitted in a timely manner to EHS to allow a prompt and thorough accident investigation process.

Employee Portion

Before you begin to complete your "Employee Injury Report", try to determine the underlying cause of the incident. This will be the most crucial information in aiding with correcting the safety hazard.

Provide as much detail as you can regarding the accident, including:

- Completed Injury Report form. Each portion that is included on the Employee Injury Report Form contains crucial information to not only determine cause of the accident, but contact information and a time frame of the injury.
- If applicable, include any documentation or pictures that relate to the accident.

Supervisor Portion

While supervisors are also responsible for attempting to determine the underlying cause of the incident, it is also their duty to determine how to prevent the accident from occurring again.

- Provide detail on the accident if possible and look for any witnesses to help describe the events of the accident.
- If possible, determine the event type, the contributing condition and/or the contributing behavior of the accident. Was the incident a result of human error, lack of training, failure of equipment, etc.
- A list of corrective actions are provided on the supervisor's report form, however, you are the expert in your area, so if you feel that you know a better corrective action, please add this to the report.

**SAFETY DOESN'T
HAPPEN BY
ACCIDENT**