



SUPERVISOR'S INVESTIGATION REPORT – FORM 45-B

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SUPERVISOR'S INVESTIGATION REPORT (FORM 45-B)

(To be completed by the Supervisor ONLY)

Forward completed Form to Human Recourses

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 24-HOURS OR LESS AFTER THE ACCIDENT/INJURY. THERE ARE NO EXCEPTIONS TO THIS RULE.

IPRF Member Agency Name: _____

Location where accident occurred _____ Employer's Prop: Yes No Date of accident/illness _____
Job Site: Yes No

Who was injured? _____ Employee _____ Time of accident _____ A.M. _____
Non-Employee _____ P.M. _____

Years of service to date _____ Job title _____ Full-time _____ Volunteer _____
Part-time _____

What property/equipment was damaged? _____ Property/equipment owned by: _____

What was the employee doing when injury/illness occurred? What tool was being used? What type of operation?

Describe clearly how the injury/illness occur? List all objects and substances involved.

Nature and extent of injury? (Soft tissue injury i.e. sprain, strain or hard injury i.e. broken bone, wounds)

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS

<input type="checkbox"/>	Failure to lockout	<input type="checkbox"/>	Improper maintenance	<input type="checkbox"/>	Poor housekeeping
<input type="checkbox"/>	Failure to secure	<input type="checkbox"/>	Improper protective equipment	<input type="checkbox"/>	Poor ventilation
<input type="checkbox"/>	Horseplay	<input type="checkbox"/>	Inoperative safety device	<input type="checkbox"/>	Unsafe arrangement or process
<input type="checkbox"/>	Improper dress	<input type="checkbox"/>	Lack of training or skill	<input type="checkbox"/>	Unsafe equipment
<input type="checkbox"/>	Improper guarding	<input type="checkbox"/>	Operating without authority	<input type="checkbox"/>	Unsafe position
<input type="checkbox"/>	Improper instruction	<input type="checkbox"/>	Physical or mental impairment	<input type="checkbox"/>	Other

Was employee trained in the appropriate use of personal protective equipment (PPE)? Yes No

Was employee cautioned for failure to use PPE and proper safety procedures? Yes No

Did employee promptly report injury/illness? Yes No

Supervisor's corrective action to ensure this type of accident does not recur:

Supervisor's Name

Signature

Date

Cell Phone #

E-mail Address