

REPORTING OF INJURIES FORMS AND PROCEDURES

1. Reporting of Injuries memo: this will become part of the policies and procedures for reporting injuries that will be given to both current and newly hired supervisory and managerial personnel.

2. Supervisor Injury Reporting Procedures: explains who is to be contacted when there is an injury and the forms that need completed.

3. Official Company Injury Reporting Policy: this is basically an acknowledgement of our injury reporting policies and procedures. This needs to be signed all supervisory and managerial personnel and sent to the attention of HR.

4. Supervisors Injury Investigation Report: this form needs completed for all injuries even if medical treatment is not sought and for near misses. **Please note that this form is different because it requires the injured worker to describe in detail how the incident/injury occurred. If the injured worker is not available you can complete this section.** Because the description may be very brief you need to insure that the average person reading the description will understand what happened that caused the employee to become injured. If the account of the injury is not descriptive enough you will need to include a more detailed account of what happened. Your job is to investigate the injury thoroughly and to be as descriptive as possible so that the same injury does not occur again and we can take whatever corrective action is necessary to protect our employees. The Supervisors Injury Investigation Report has a second page, please complete, list recommended corrective action and sign off on the form. **To help you conduct an injury investigation I have attached "How to Conduct an Injury Investigation"**

5. Injury Investigation Flow Chart: process to ensure that any hazardous conditions that have been identified are corrected

6. Aim Leasing Company Employee Injury Report (all Ohio employees only): this form is to be completed by the injured worker and supervisor. The injured worker needs to sign and date the form as does the supervisor. **The supervisor is still required to complete the Supervisors Injury Investigation report. The OH form is required due to Aim becoming self-insured for Ohio Workers Compensation effective August 1, 2007.**

7. Employee Injury Reporting Procedures: this has been posted in the workplace, sent to employees homes and is part of the employee hire pack. This outlines the employee's responsibilities should they be injured on the job.

8. Employee Injury Investigation Questionnaire: This is to be completed by the injured worker and turned in with the Supervisors Injury Investigation Report. This is a self examination of the injury meant to make the employee think about the potential severity of the injury, monetary and non-monetary costs of the injury and what could have been done differently to prevent the injury and how to improve overall safety performance. **The goal is to heighten safety awareness!**