

EMPLOYEE TRAINING RECORD

TRAINING TITLE Accident Reporting

KEY TEACHING POINTS

- **The purpose of the various safety training classes, safety literature, the safety manual, and these safety talks is to prevent a job related injury or illness from occurring, and every effort will be made to do so. We must however, know what to do if an injury does occur. The following information is provided to guide you and your supervisor through the maze of documents required when reporting a job related injury or illness.**
- **All incidents, no matter how minor, must be reported to your supervisor immediately. Even though your condition does not warrant professional medical attention immediately, subsequent changes may occur that could then necessitate treatment. By completing a "Supervisors Report of Injury Form" at the time of occurrence you have notified the City and the safety department of the occurrence.**
- **In the event professional medical attention then becomes necessary, the incident will not come as a surprise. The form will be reviewed by safety department representatives for injury prevention purposes, and will then be placed in a file.**

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 All incidents, no matter how minor, must be reported to your supervisor immediately.		
2 The investigation form will be reviewed by safety department representatives for injury prevention purposes.		
3 By completing a "Supervisors Report of Injury Form" at the time of occurrence you have notified the City and the safety department of the occurrence.		
4 If you are not injured, the report is not necessary to fill out.		
5 The purpose of the various safety training classes, safety literature, the safety manual, and these safety talks is to prevent a job related injury or illness from occurring, and every effort will be made to do so.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. True 4. False 5. True