

JEFFERSON REHABILITATION CENTER

STAFF ACCIDENT REPORT

Employee Name: _____ **ID#** _____ **Date of Accident:** ___/___/___
Department: _____ **Shift Began:** ___ AM; ___ PM
Location of Accident: _____ **Time of Accident:** ___ AM; ___ PM
Job Title: _____ **SS #:** ___ - ___ - ___
Mailing Address: _____ **Home Phone:** ___ - ___ - ___
Witness(es): _____ **Date of Birth :** ___/___/___

What were you doing when injured? (Be specific. Identify tools, equipment or material used)

How did the accident occur? (Describe fully the events that resulted in injury. Tell what happened and how.)

Object or substance that directly injured you.

Tell if/how this could have been prevented.

Did you seek medical attention? Yes at _____ on ___/___/___ .
No _____

Did you lose time from work? ___ Yes (list dates that apply) _____

Date: ___/___/___ **Employee Signature:** _____

SUPERVISOR MUST COMPLETE THE REVERSE SIDE AND SUBMIT TO HR DEPARTMENT

SUPERVISOR REPORT of STAFF ACCIDENT

Could this accident have been prevented? ____ Yes; ____ No

If you answered Yes describe how: _____

Date: ____/____/____ Supervisor signature: _____

Note to Supervisors completing this form:

- **If the employee has seen a physician, and/or has lost time due to injury, a doctor's slip listing time off and/or restrictions MUST be submitted to HR either with this form or ASAP.**
- **If the employee will be off work more than 5 days they MUST submit a Request for Leave of Absence to the HR department for approval by the Executive Director.**
- **If the employee is taken out of work more than 14 days, or "until further notice" they are not to use sick time. Time sheets should reflect that they are out on Workers Compensation. Copies of these timesheets are to be sent to the HR department.**
- **Before an employee, who has been out due to injury, may be put on the work schedule they MUST provide an acceptable return to work slip. If restrictions are listed their return must be reviewed and approved by HR and the department director.**
- **All medical slips - off work or return to work MUST be sent to the HR department for processing.**
- **Note and update any lapsed inservices – SCIP/CPR/First Aid etc.**
- **Note: TB MUST be current before employee can be put back on the schedule.**

If there are any questions regarding any of the above contact the HR department for assistance.