

# CLAREMONT UNIVERSITY CONSORTIUM

Office of Disability and Unemployment Insurance  
McAlister Center  
919 North Columbia Avenue  
(909) 621-8841 Phone  
(909) 607-9688 FAX

## SUPERVISOR'S REPORT OF OCCUPATIONAL ACCIDENT

Report of Injury/Illness  
(To be submitted within **two days** of occurrence)

1. Employee's Name (print):		2. Job Title:	
3. Date of Accident:	4. Date Reported:	5. Time of Accident: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
6. Location of Accident:		7. Nature of injury (type of injury):	
8. Was the employee doing something other than his/her required duty at the time of injury? <input type="checkbox"/> No <input type="checkbox"/> Yes			
9. If "Yes", please describe what, why, and directed by whom: _____ _____			
10. Please describe in detail what the employee was doing, how it was being done and tools, people or machines involved. If possible, give detail of weights, temperatures, chemicals, etc.: _____ _____ _____			
11. Do you believe the injury occurred as described by the employee?			
12. If "No", give reason (witnesses, personnel issues): _____ _____ _____			
13. WHAT CAUSED THE INJURY/ILLNESS TO OCCUR? <input type="checkbox"/> Improper or defective equipment <input type="checkbox"/> Inadequate safeguards, unsafe job design <input type="checkbox"/> Lack of personal protective equipment <input type="checkbox"/> Location (poor layout or lighting) <input type="checkbox"/> Housekeeping, clutter, spillage, breakage <input type="checkbox"/> Poor ergonomics in workstation design <input type="checkbox"/> Lack of skill, training or experience <input type="checkbox"/> Material handling <input type="checkbox"/> Adequate skill but failure to execute and follow direction <input type="checkbox"/> Other:			
14. What can be done to prevent such an accident from happening again?			
15. Who will assume responsibility to ensure the above is completed:		16. When will this be completed:	
17. Supervisor completing this form:		18. Telephone Extension:	
19. Department/Title:		20. Date:	

### THE CLAREMONT COLLEGES

Pomona College - 1887 Claremont Graduate University - 1925 Scripps College - 1926 Claremont McKenna College 1946 Harvey Mudd College - 1955  
Pitzer College - 1963 Keck Graduate Institute - 1997