RETAIL ASSOCIATION SERVICES Inc.

Supervisor's Safety / Investigation Report

Name of Injured Employee & Title			Date of Report
Age	Date of Hire	Department	Name of Supervisor Completing Report & Title

Left Right	Front Back	Type of Injury	Note: body part location	
☐ Head	☐ Hands	☐ Wounds	☐ Amputation	☐ Death ☐ MVA
☐ Eyes	☐ Legs	☐ Strain/Sprain	☐ Burns	☐ First Aid Only
☐ Trunk	☐ Toes	☐ Hernia	☐ Foreign Body	☐ Lost Time
☐ Arms	☐ Internal	☐ Fracture	☐ Skin (occupational)	☐ Due to Delayed Medical treatment

Please mark ALL OF the above that apply to the injury

Date of Injury	Hour (AM/PM)	Exact Location	Witnesses
	AM		

Describe Accident: Include the machine, equipment, object or substance involved (all details). Use 2nd page if necessary. Please note if worker was injured before, during, or after regular scheduled work hours.

CAUSE: Mark basic cause with an "X" Mark contributing cause, if any, with a "/"

UNSAFE CONDITIONS	UNSAFE ACTS
☐ Inadequately guarded	☐ Operating without authority
☐ Unguarded	☐ Operating at unsafe speed
☐ Defective Tools, Equipment, or Substance	☐ Making safety devices inoperative
☐ Unsafe Design or Construction Hazardous	☐ Using unsafe equipment or equipment unsafely
☐ Intentional/Not Accidental	☐ Unsafe loading, placing, mixing
☐ Unsafe Illumination	☐ Taking unsafe position
☐ Unsafe Ventilation	☐ Working on moving or dangerous equipment
☐ Unsafe Clothing	☐ Distraction, teasing, horse play
☐ Insufficient Instruction	☐ Failure to use personal protective devices

Any Physical Disabilities that caused or had prior to incident?

Describe any Previous Disabling Injuries or MVA's, if relevant:

Based on the Cause marked above, I am taking the following corrective action:

Unsafe Act	Unsafe Condition	If Supervisor can't handle, then recommend to:
☐ Stop the worker	☐ Remove	☐ Own Boss, or
☐ Study the Job	☐ Guard	☐ Safety Committee, or
☐ Instruct	☐ Warn	☐ Maintenance Dept., or
☐ Follow Up	☐ Supervisory Training	☐ Other
☐ Enforce		

Signature

To send this form to RS, save it to your computer and email to: admin@waretailservices.com