

Description of the pain experienced when injury/illness occurred: _____

Date and time of initial medical treatment: _____
Mo/Day/Year AM or PM

Name of attending medical provider: _____

Name of hospital or medical center: _____

Signatures

Form completed by (employee): _____ Date: _____

Form submitted by (supervisor): _____ Date: _____

--For Office Use Only--

Department Head Review Completed **Severity of Accident (Level 1-4):** _____

Level 1 Minor Accident - A "minor" accident directly impacts no more than one individual with no history of similar past occurrences within the organization. Other employees are not exposed to the particular hazard that contributed to the accident. Also, the accident likely resulted from an unsafe act rather than an unsafe condition. In addition, any potential hazard presented is **slight** (e.g., first aid only and/or one medical treatment visit) and likelihood of recurrence very low.

Level 2 Substantial Accident - A "substantial" accident directly impacts no more than one individual with no history of similar past occurrences within the organization. Other employees may be exposed to the particular hazard that contributed to the accident. The accident could result from either an unsafe act or an unsafe condition. In addition, the potential hazard present is **moderate** (e.g., multiple medical treatments and/or follow-up) and/or likelihood of recurrence probable.

Level 3 Serious Accident - A "serious" accident may directly impact more than one individual and/or could involve more than 2 individuals from the same accident. A significant percentage of other employees are exposed to the particular hazard that contributed to the accident. The accident could result from either an unsafe act or an unsafe condition. In addition, the hazard present is **high** (e.g., significant medical treatment up to and including surgery and follow-up) and/or likelihood of recurrence likely.

Level 4 Severe Accident - A "severe" accident may directly impact more than one individual and/or could involve more than 2 individuals from the same accident. The majority of employees are exposed to the particular hazard that contributed to the accident. The accident could result either from an unsafe act, condition, or combination thereof. In addition, the hazard present is **serious** (e.g., significant medical treatment including possible multiple surgical interventions up to and including worker fatality) and/or likelihood of recurrence imminent.