

SUPERVISOR'S INCIDENT REPORT INSTRUCTIONS

See attached form for report.

Instructions for Supervisors

- The Supervisor's Incident Investigation Report must be completed in addition to the First Report of Injury.
- Claims Coordinators should continue to report claims as previously instructed.
- The purpose of the Supervisor's Incident Investigation Report is to identify causes and prevent future occurrences: **FACT FINDING, NOT FAULT FINDING.**
- On-Line "fillable" version of Incident Investigation Report is available on the JIF website.
- The Supervisor Incident Investigation Report is used to investigate Workers' Compensation, Property, Automobile, and General Liability Incidents.

When an Accident Occurs

- Render any necessary medical assistance.
- Take steps to secure the site.
- Notify law enforcement if motor vehicle is involved.
- Use the Incident Investigation form as a guide to identify ways to prevent future occurrences.
- Take photos and preserve equipment involved in the accident.

Report Distribution:

Supervisor – Send completed report to Claims Coordinator.

Claims Coordinator – Send completed Supervisor Incident Report to:

- Qual-Lynx – dbott@qual-lynx.com or fax, 609-601-3196
- J. A. Montgomery Risk Control. If using the fillable form, *submit* to your respective JIF mailbox. If unable to access the form, you can fax to Karen La Sala at 856-830-1496.

Atlantic JIF – atlanticjif@jamontgomery.com

BURLCO JIF – burlcojif@jamontgomery.com

TRICOJIF – tricojif@jamontgomery.com

- Your Municipal Safety Coordinator
- If photos are available, please include them.

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