

SUPERVISOR'S INCIDENT INVESTIGATION REPORT

MONMOUTH JIF

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.**
- 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 Investigation Report to:

- Qual-Lynx – bwilliams@qual-lynx.com or fax, 609-601-3182.
- J. A. Montgomery Risk Control

Note: The on-line "fillable" form can be printed/saved for your records. Click "submit" to transmit copy to the dedicated monmouthjif@jamontgomery.com mailbox.

If unable to access the form, you can fax to Karen La Sala at 856-830-1496.

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

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