

Appendix N – Manager Monthly Report of Employee Incidents/Accidents Related to Client Handling Activities

Department:	
Date:	
Manager:	
Number of Incidents/Accidents and Near Misses by Claim Type	Comments
Near miss/hazard:	
First aid:	
Medical aid:	
Lost-time:	
Total:	
Number of Incidents by Body Part	Comments
Back:	
Shoulders:	
Upper extremities:	
Lower extremities:	
Head:	
Other:	
Number of Incidents/Accidents/Near Misses by Client Handling Activity	Comments
Client lift:	
Client lateral slide/transfer:	
Client transfer:	
Client repositioning:	
Number of Incidents/Accidents by Contributing Factor	Comments
People - e.g., employee non-compliance	
Equipment - e.g., malfunction, availability	
Materials - e.g., missing supplies	
Environment - e.g., obstacles, space	
Process - e.g., lack of safe work procedure	
Other:	
Type and Number of Supervisors' Corrective Actions	Comments