

Republika ng Pilipinas PAMBANSANG PANGASIWAAN NG PATUBIG (National Irrigation Administration) Gusaling APC, Quezon Memorial Circle Diliman, Lungsod ng Quezon

NC # 46 , s. 1971

MEMORANDUM CIRCULAR

TO

ALL CHIEFS OF DEPARTMENTS AND STAFFS; SPECIAL PROJECT MANAGERS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPE-RINTENDENTS; AND/OR OFFICERS-IN-CHARGE OF SYSTEMS; THE CORPORATE AUDITOR, REGIONAL AUDITORS AND FIELD EXAMINERS This Agency

SUBJECT

Reporting of Occupational Accidents Including Diseases Using Bureau of Labor Standards Form BLS Form No. 3 - RP-3 Attached

The Bureau of Labor Standards included the National Irrigation Administration as one of the Establishments to be a part of the record system for the purpose of developing policies and program on safety and accident prevention both of the government and private sector and to further provide workers with a more healthful and safe working environment.

In this connection, therefore you are directed to report any accident, sickness or disease resulting to temporary or permanent disability or death by using BLS Form No. 3 - RP-3 (attached) as guide in the reporting and forward the same to Central Office, ATTN.: The Chief, Administrative Department. All these reports shall be forwarded by the latter Department to the Bureau of Labor Standards, Manila.

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Compliance is hereby requested.

ALEKEDO L. JUINIO Administrator

September 15,1971

Encl.: a/s

REPUBLIKA NG PILIPINAS Republic of the Philippines KAGAWARAN NG PAGGAWA Department of Lubor KAWANIHAN NG PAMANTAYAN SA PAGGAWA Bureau of Lubor Standards M A Y N I L A H q n I L A

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20 August 1971

The Administrator National Irrigation Administration APC Bldg. Eleptical Road Diliman, Quezon City

Sir:

This Bureau, in the Department of Labor, is undertaking an essential activity of collecting and analyzing accident and accident counter-measure data necessary for the development of policies and programs on safety and accident prevention both of the government and the private sector.

For this activity to produce meaningful results, its coverage must be complete. We are, therefore, requesting your establishment to be part of this record system by way of reporting all your occupational accidents, including diseases, to this Bureau in the prescribed form, BLS Form, 3-RP-3, copy attached.

In support of our governments' manpower conservation program by way of providing our workers with a more healthful and sate working environment, your cooperation is earnestly requested. Thank you.

Very truly yours, @

GUZMAN fficer-in-Charge

Enclosure: a/

Republic of the Philippines Department of Labor BUREAU OF LABOR STANDARDS Manila.

BUREAU OF LABOR STANDARDS SAFETY ORDER NO.

SUBJECT; REPORTING OF INDUSTHIAL INJURIES AND SICKNESSES

1. 36.199.833_{5.6}4 2.635-011-0-52 Stand Hills

Pursuant to the authority granted to the Director, Bureau of Labor Standards, under the provisions of Section 19 of the Reorganization Plan No. 20-A on Labor and Section 18 of Executive Order No, 218 dated December 10 1956, issued in accordance with Republic Act No. 997, as amended by Republic Act No. 1241, and the provisions of Commonwealth Act No. 104, as amended, the following rules and regulations pertaining to Reporting of Industrial Injuries and Sicknesses are hereby promulgated:

All kinds of industrial accidents reculting in death or permanent total disability and sicknesses arising out of the nature of the work being performed in any industrial establishment or other places of employment, shall be reported immediate; ly upon occurrence either by telegram, telephone, measurger or other means of communication, to the Regional Labor Office having jurisdiction over the area, or to the City Engineeris Office of the chartered city depending on where the place of employment. concerned is located, for proper information and investigation.

In turn, the heads of Regional Labor Offices and chartered cities charged with safety inspection work, shall furnish the Bureau of Labor Standards with a copy of each report of all such industrial. accidents.

- 2. Reports of fatal injuries shall be formally filed with the proper office concerned within 24 hours after occurrence, in accordance with a standard form prepared by the Bureau of Labor Standards for the purpose ..
- 3. Reports of permanent total disabilities shall be formally filed with the same office concerned in the same standard form within one week after occurrence or after the disability is confirmed.
- 4. First-aid cases and other disabling injuries shall be reported to the same office concerned in the same standard form, within one week after the injured person has returned to work in his regularly established job.

This order shall take effect fifteen (15) days from the date of its last publication in a newspaper of general circulation,

> (SGD.) RUBEN F. SANTOS Director

Recommending approval;

RUBEN F. SANTOS Chairman

Associate Commissioner

(SGD,) PRIMO G, MALIWANAG (SGD.) WENCESIAO GOZON Associate Commissioner

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(SGD.) ANGEL M. CASTAÑO Secretary of Labor

Date published: November 4, 11, 18, 1959 Manila Paily Bulletin

Department of Iabor, BUREAU OF IABOR STANDARDS HEALTH AND SAFETY DIVISION Manila

USUAS No. 22-R-108

EMPLOYER'S INDUSTRIAL ACCIDENT REPORT FORM

(In case of temporary disability, this report shall be submitted to the above Office after the victim has reported back to work. In case of permanent disability or non-disability, one week after disability is established or after accident.

	:	ing accident & accupation Signature of person making report
Date	9 (1	Signature of employer
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I HEREBY CE		Y on my honor to the accuracy of the foregoing information.
ana ang ang ang ang ang ang ang ang ang		including preparation of compensation/claims, other forms Miscellaneous unusual costs
1	37.	Cost of time spent in accident investigation by others
	36	Cost of learning period of new worker !replacement)
ACCIDENT	34.	Wage cost due to decreased output of victim after return
)F	33.	Cost of wages to supervisor's time absorbed by accident
INDIRECT COST	32.	Extra wage cost due to overtime necessitated by accident
TNDTDEAM	31.	Cost of wages paid to victim other than compensation
	30	Cost of damage to materials, tools and/or equipment
	•	Wages paid for time lost by workers aside from victim
OST OF ACCIDENT	27.	Medical and Hospitalization ₽ Burial₽
DIRECT	26.	Compensation
		Were all safeguards in use? Reason for exception
EASURES		Mechanical guards, personal protective clothing and other safe
ORRECTIVE		
	23.	Preventive measures (taken or recommended)
	121.	The Unsafe Act Contributing Factor
ACCIDENT	1	
CAUSE OF	1	
T T	120.	Description of Accident (accident type)
	119.	Temporary Total First AidNon-injury Nature of Injury Part of body affected Part of body affected Days lost/charged THe Agency involved Part of agency involved Unsafe Mechanical or Physical Condition
	118	Part of agency involved
	174	
SICKNESS	15.	Part of body affected
INJURY OR	14.	Nature of Injury
THE		Temporary Total First Aid Non-injury
	13.	Extent of Disability (Check the blank opposit the answer Fatal Permanent total Permanent Partial Temporary Total First Aid Non-injury
		II not, why?
THE ACCIDENT -	12.	Date returned to work
	11,	Date of Accident Time Pate disability began
		ing experience prior to present employment)
OCCUPATIONAL HISTORY	10.	Work Shift Hours per Day Days per Week Occupation Experience at this Occupation (inclu
	0	Work Shift Houng non Day
INJURED OR SICK	81	Lenght of Service prior to Injury or Sickness
HISTORY OF	6,	
PERSONAL	5.	Name Age Sex Nat;Civil Status Address Average Weekly Wage Lenght of Service prior to Injury or Sickness
	4.	Address Name of Employer Nationality Number of Workers(Employees & laborers) MF Total
	3.	Name of Employer Nationality
EMPLOYER	2.	Establishment Nature of Business

Republic of the Philippines Department of Labor BUREAU OF LABOR STANDARDS HEALTH AND SAFETY DIVISION Manila

GUIDE IN THE INVESTIGATION AND REPORTING OF OCCUPATIONAL ACCIDENTS USING BUREAU OF LABOR STANDARDS FORM NO. 3-RP-3

Investigation of the accident shall be immediately after occurrence to prevent important information from being intentionally or unintentionally destroyed, Reporting shall not be later than the 20th of the following month. The statistical value of an accident is lost if it is reported later than this period.

EMPLOYER 1	Establishment: The business name of the reporting unit.
	Notime of Distances The new of the metric of the
	Nature of Business: The name of the principal activity on
	business of the reporting unit.
12	Address: The house number, street, and place of business
1	of the reporting unit.
1.2	
	Name of Employer: The full name of the highest official of
•	the reporting unit.
e el fina de la tradición 🖡 de la	Nationality: The nationality of the employer.
1.4.	
· · · · · · · · · · · · · · · · · · ·	Willing Or Holvers. The forst humber of fersons, mare and of
	female including minors but excluding domestic help, under
<u> </u>	contract or hire with the reporting unit.
PERSONAL 15.	Name: The full name of the victim. If there are more than
HISTORY OF	
	one victim in one accident, a separate report for each vic-
INJURED OR I	tim shall be submitted.
SICK 16.	Address: The permanent address of the victim
1.7	Average Weekly Wage: The fixed weekly wage of a regular
	worker I for worker and the set of the set of the set of the set
	worker. If a worker receives additional overtime pay, bonus, com-
en saar in transfir ta	mission, etc., his total earnings (fixed wages plus commission,
sa ng sa sa Bart	overtime, bonus, etc.) for the twelve-week period immediately pre-
1	ceding the accident shall be divided by the actual number of days
· · · · · · · · · · · · · · · · · · ·	worked for the twelve week period multiplied by the regular number
	Molyan for his pastas wear batton warribited pa cus teBhrat unlibet
	of working days a week to get the average weekly wage.
18	Length of service prior to Injury or Sickness: The number of
1	months and years from his initial employment to the time of the
Sector states and the s	accident inclusive, excluding absences without pay.
OCCUPATIONAL 9	Work Shift: The number of shifts and in what shift the accident
UTOTODY I	hour Dirith. the number of putter and the which pille accidents
HISTORY	happened.
	Hours per Day: The total number of hours worked per day by the
1	victim
1	Dave per week: The total number of days worked per week by the
1 1	victim.
110	Occupation: The work classiffication of the victim.
	Experience at this Occupation: The total number of months and years
	that the victim has been employed under this work classification
· • · · ·	including experience prior to his present employment.
	Date of Astrony ways and a state the set of
an an 1997 an 1997 an 1994	. Date of Accident: The calendar date the accident happened.
	Time: The time the accident happened.
••••	Date Disability Began: The day following that of the accident
1	except where the injury or sickness was a result of more than
e en la	one accident. For such case the date the disability began is the
	date when the disability was established.
and the second	Date Returned to Work: The date the injured workers returned to
t 1	work to perform a regularly established job, or the day he was
	pronounced well and able to perform a regularly established job
1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	by the physician authorized to treat the injured, whether or not
	the injured worker reported for work.
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	12: <u>Was He Doing Regular Part of Job When Injured or Taken Ill?</u> A regular part of the job is one among those established for the occupation for which the victim was hired. <u>If Not Why</u> ? Any assignment other than what is described above is not a regular job and the reason why the victim was as- signed to that job must be stated.	-
THE INJURY OR SICKNESS	13. Extent of Disability; Check in the blank provided the infor- mation that satisfies any of the following definitions:	
	a. Fatal - death regardless of the time between injury and death.	
	 b. Permanent Total - any injury other than death which permanently and totally incapacitated the victim from follow- ing any gainful occupation or which resulted in the loss of or the complete loss of use of any of the following in 	
	one accident: 1. both eyes	i .:
	 both eyes one eye and one hand, or arm, or leg, or foot any two of the following not on the same limb: hand, arm, foot, or leg. 	
	 c. Permanent Partial - any injury other than death or permanent total which resulted in the complete loss or 1055 of any member of the body, or any permanent impairment of 	
	functions of the body or part thereof, regardless of any pre-existing disability of the injured member or impaired body functions but excluding the following:	
•	1. repaired inguinal hernia - for repaired hernia, refer to table of scheduled charges.	•
	 loss of finger nails or toe nails loss of tip of finger without bone involvement loss of teeth 	
	5. disfigurement 6. strains or sprains which do not cause permanent limi-	
	 tation of motion 7. simple fractures to the fingers and toes: also such other fractures which do not result in permanent impair- ment or the restriction of manual function of the injured member. 	
	 d. Temporary Total - any injury which did not result in death or permanent impairment but which rendered the injured worker unable to perform a regularly established job which 	
	is open and available to him during the entire time inter- val corresponding to the hours of his regular shift on any one or more days including Sundays, days off, or	•
	plant shutdowns) subsequent to the date of the injury. e. First Aid - any injury which did not result in death, permanent impairment or total disability but which may require medical treatment.	•
	The Workmen's Compensation Law talks of "temporary" partial disability". Under the standards in C.A. 104, as amended,	
	<pre>1 a temporary partial disability is treated as follows: 2 l. it is a first aid case if there was no actual days 3 lost and upon return to work the victim was able to</pre>	•
	perform a job regularly established for the occupation 	••
	work the victim cannot perform the job which was regularly established for the occupations he was hired for, in which case, it shall be considered as such	•
	i for as long as the victim remains in this condition.	-
	ANG KALIGTASA IY LALONG MAHALAGA KAYSA BAYAD PINSALA PAHIL SA NANGYARING SAKUNA	(

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 14.4. Sature of Initry, The damage to the victimite person as a person of the accident. 15. Part of Loty Afforted, The part of the body injured. 16. Part of Loty Afforted, The part of the body injured. 17. Part of Loty Afforted, The part of the body injured. 18. Part of Boy Afforted, The part of the body injured. 19. Part of Boy Afforted, The part of the body injured. 19. Part of Boy Afforted, The part of the body injured. 19. Part of Boy Afforted, The part of the body injured. 19. Part of Boy Afforted, The Part of the body of person and the day of person and the body of person and the body of person and part of the body of person and the body of the body of the body of the person and the agency of the second which the person and the agency of the body of the person and the bore of the person and the bore of the person and the agency of the second the body of the person and the bore of the person and the person and the bore of the person and the bore of the person and the person and the bore of the person and the bore of the person and the bore of the person and the pe			- 3.	
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 115. Part of Body Affected, The part of the body injured. 116. Part of and/or Chargedi Pays 1084 is. Ht total interventing period from the faw of the societant and the day of the societ is understanding periods for destination of days lost or charged in the day of the societ is understanding of the societant and the day of the societ is understanding of the societ is understanding of the societ is understanding of the societ is the societant of the societ is the societ is the societ is the societant of the societ is the societant of the societ is the societant of the societant				the victimis person as a re-
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 to work sryliding the day of the accident and the day of FTURT. Days othersed, are pre-distanced periods for deshe had periods for deshe had periods for deshe had periods for deshe day of the or or fractions of days losi or charged. THE CAUSE OF ACCIDENT is the or fractions of days losi or charged. THE CAUSE OF ACCIDENT is the second days of the second of the deshe days of the second days of the secon		116. 1	ays Last and/or Charged; Days 1	ost is the total intervening
 And permanent impetrients reflecting average productive increased. I.T. The Aronyl The object; substance of exposures mich is most in the pagency involved using the Object or charged. Select the agency involved using the Object or substance of exposure which is most increased. OP ACCIDENT is the unset of an egency substance or exposure which is most of cosely associated with the injury and mich in general could have been properly guarded, correct, aging a three descent of an egency as substance, or exposure which is most of cosely associated with the injury (the term increased and inc				
 1 lossad. There are no fractions of days lost or charged. IIT The Agongy The object; substance of yrosynes which is most is properly dependent of the provent of the second of the provent of the second of the provent of the second of the second of the second of the second of the provent of the provent of the second of the provent of the provent of the second of the secon				
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 OP ACCIDENT 1 have been properly guarded, corrected or removed. Select the agency involved using the following rules: a, Select the unsafe agency which resulted in the injury and which in general could have been properly guarded, corrected of a the spence of an agency as described above, select as the spence of an agency as described above, select is in most closely associated with the injury (the term inclusion and time as well as fearse). If more than one agency is related to the injury, select the ope on, in, or shout which the percent wait of the place of injury, is elect the come or removely is related to the injury and if no of hor spence of the place of injury, is elect the spency on percent when it was structurally and physically a part of some other object or substance as hall be named as the agency when if these structurally and physically a part of some other object or substance at the time of the injury or when if these for the physical condition. The rule for selecting this factor are the same as those defined in the selecting this factor are the spency pert of the selecting this factor are the spency pert of the selecting the agency. 19. <u>Dasafe Mechanical of Physical Condition</u>. The unsafe mechanical or physical condition of the agency pert (or he agency, if no agency in protect or present as the selection of the select	THE CAUSE		ne Agenoy: The object substanc dogely associated with the inju	e or exposures which is most ry and which in general could
 a. Select the uneafe gency which resulted in the injury and mich in general could have been properly guarded, correct. Be or yenoved. b. In the hearen of an egency as described above, select as the seency that object, substance, or exposire which is most closely esecciated with the injury (the term "noisely case diad", select the present of both logant tion and time as well as fause). If most on a shout which the present is unjured. If two or more are respired to the place of injury, select the one careget to the place of injury is elect the one careget to the place of injury is elect the case well as fause. c. Select a person as the agency only when he is most closely searched as defined above. c. Select a person as the agency only when he is most closely searched with the injury and the other seency when it files or breaks off the present object or substance as the time of the injury or when it files or breaks off the present object or substance are the section in the selected agency. 10. Part of Agency: This defines more in detail the part of the selecting this fastor are the eagency only that the part sected must be a part of no. Ther object or the sected in use the other object or he fagency. 13. Part of Agency: Involved in the specified of the sected must be a part of no. Ther object except that of the sected must be a part of no. Ther object except that of the sected must be a part of no. Ther object create affective and the sected in orrectle. The elimination of the agency part is identified, which we cheng agarded or physical condition is generaling the acting the sected in orrect language. Select this factor using the following rules? a. Stelect the factor using the following rules? b. Mame the unasit model and condition if the agency part is identified, which we cheng agarded or physical condition is generaling the sected in orrect language. Select the factor weat the following rules? b. Mame the unasit meatereal conditi			ave been properly guarded, corr	acted or removed. Select
 ad on removed. b. In the Absence of an agency as described above, select as the spency that object, substance, or exposing which is most closely associated with the injury (the tern "allosely associated" requires consideration of both lopartion and time as well as fause). If more than one agency is related to the injury, select the one on in, or shoul which the person was injured. If two or horse are remotely located from the place of injury, select the one nearest to the place of injury in point of time. c. Select a person as the agency only when he is most closely associated with the injury and if no other spency as be selected as defined above. d. No object or substance shall be insued as the agency when it falses or breaks off the parent object or substance is in defined the part of some other is object or substance at the time of the linjury or when it falses or breaks off the parent object or substance is indefined agency. 18. Part of Agency, This defines more in defail the part of the selection of the agency part is defined box. d. Unsefe Mechanical or Physical Condition; The unsafe mechange picted agency, if no agency part is defined in the agency part (or the selection of the agency part (or the selective and have been guarded or orrected. The elimination of the agency part (or the agency, if no agency part is defined in orrect language, Select the inset encorted is generation of the selection of the selection of the agency part (or the agency part (or discussed is control which could have been guarded or orrected. The elimination of the unsafe mechange. d. Select the inset mechanical or physical condition is generally the most effective and lasting measure in preventing a repetition of the accident is discusse. d. Select the inset mechanical or physical condition if one existed, whether or a gency, if no agency part is identified) which was beingting of the agency part is identified) which was the accident in the mouse mechanical			Select the unsafe agency which	h resulted in the injury and
 b. In the spence of an agency as described spore, selecting as the spency that object, substance, or exposure which is most closely associated with the injury (the term "Bolosely associated" requires consideration of both loper tion and time as well as fouse). If most than one agency is related to the injury select the one negret that the page of injury is pelect the one negret located from the place of injury, select the one negret to the place of injury and if no other secret closely associated with the injury and if no other secret closely associated with the injury and if no other secret closely associated with the injury and if no other secret closely associated with the injury and if no other secret closely associated with the injury. c. Select a person as the agency only when he is most closely associated with the injury and if no other secret closely associated with the injury. 18. Pert of Agency: This defines more in detail the pert of the selected agency involved in the specifier. The rule for selecting this factor are the same as those defined in the selected agency. 19. Unsafe Mechanical or Physical Condition; The unsaft mechangly responsible for the injury and which could have been guarded or corrected. The elimination of the agency which was their fly responsible for the injury and which could have been guarded or corrected. The elimination of the gency if no agency part is identified which was the selection of the selection of the agency if no agency part is a selection of the agency if no agency part is identified which was the pert of physical condition; the unsaft mechangle is the selected in ourse in gency if no agency part is identified which was the pert and if abould, therefore, be stated in correct language, Select this factor use chiefly responsible for the injury end which could have been guarded or corrected, which error have a correct language, Select the unsaft mechanical or physical condition if one exerce or physical condition if one existed, whi		1 / 3 ~ 1 / 1		een properly guarded, correct-
 is most closely seconsted with the jnjury (the term "Nolosely associated" requires consideration of both logation and time as well ab fause). If most than one agency is related to the injury, select the one on, in, or shout which the person was injured. If two or hore are remotely located from the place of injury, select the one nearest to the place of injury, select the one nearest to the place of injury is point of time. Select a person as the agency only when he is most closely spectated with the injury and if no other spency can be selected as defined above. d. No object or substance shall be hamed as the agency when it was structurally and physically a part of some other object or substance at the time of the injury or when it files or breaks off the perent object or substance immediately prior to the injury. 18. Part of Agency. This defines more in detail the part of the selected agency. 19. Unsafe Mechanical or Physical Condition; The unsafe mechanging the selected or off the sene part of indication of the agency part is identified) which was charged, or physical condition; The unsafe mechanging is provided in the indicated or or or or or or the injury and which was charged are or physical condition of the agency part is identified. yical or physical condition of the agency part is identified and have been guarded or corrected. The restructurally the most effective and lasting measure in preventing a repetition of the aging. Select the instead for guarded or corrected. The runsafe mechanical or physical condition is senselly the most effective. a. Select the unsafe mechanical or physical condition is density and it, should, therefore, be stated in correct language, select the is form or on a massife action in the injury. In gence, and which was charged, on the injury and which was condition. b. Name the unsafe mechanical or physical condition. If one existed, whether or not an unsafe act was comitted. b. Name the unsafe mech		1 1	. In the Apsence of an agency a	
 Melosely associated requires consideration of both logation and time as well as fease). If more than one agency is related to the injury, select the one on, in, or about which the person was injured. If two or more are remptely located from the place of injury, select the one nearest to the place of injury in point of time. c. Select a person as the agency only when he is most closely associated with the injury and if no other sgency can be selected as defined above. d. No object or substance shall be named as the agency mean it was structurally and physically a part of some other object or substance at the time of the injury or when it files or breaks off the person abject or substance the advect. Part of Agency: This definee more in detail the pert of the selected agency undy that the pert selected is must be a part of no. ther object except that of the selected agency. 19. Ungefé Mechahical of Physical Condition; The unsafe mechanistic or corrected. The elimination of the agency part is agency if no sgency part is agency the advected or corrected. The elimination of the selection of the agency is denotified which could have beer guarded or corrected. The elimination of the selection of the agency is denotified to correct language, select the inger part is identified or the accident is denotified and the selection of the agency part is identified which could have beer guarded or dorected. The elimination of the selection of the agency is select the inger selected or physical condition is gencey part is identified which could have beer guarded or ingency part is identified or the accident is identified which was chiefly the most effective and is should, therefore, be stated in correct language, select the insafe mechanical or physical condition is corrected. The injury and which could have beer guarded or the agency part is identified which was chiefly responsible for the injury and which could have beer guarded. The agency part is identified which was chiefly respo		1		
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a De galeria presenta en el al calendaria en el al calendaria en el al calendaria en el al calendaria en el al Calendaria en el calendaria	cident type. Select the accident type most closely asso-
	ciated with the selected agency. Discuss this information
	in narrative form. If the blanks provided are not enough
	use the back page or a separate sheet of paper.
	The Unsafe Act: That violation of a commonly accepted safe
	procedure which resulted in the selected accident type. Solget the unsafe sot using the following rules:
	a. Select that violation of a commonly accepted safe proce-
	dure which resulted in the selected accident type. The
	unsafe act may have been committed by the person injured
	a fellow worker, or some other porson.
	b. If more than one unsafe act was committed, select the one
	most closely associated with the selected accident type;
	c. Name the unsafe act, if one existed, whether or not an
•	unsafe mcchanical or physical condition existed.
	22. Contributing Factor: The mental or physical condition of
	the fellow who committed the unsafe act, or the physical
	condition of the workarea which contributed to the act of
	ommission or commission. Select the one which resulted in
	the solected unsafe act.
	23; Preventive Measures: This refers to what has been recom-
CORRECTIVE	mended to correct the cause of the accident.
MEASURES	24. Mechanical Guards, Personal Protective Clothing and Other
	Safeguards Provided: These are measure provided for or
	previously taken intended to correct work hazards.
an an Anna an A Anna an Anna an	25. Were All Safeguards in Use? This information tells whether
	the safeguards provided were used at the time of the ac-
	cident.
	26. Compensation: The actual amount paid by the employer to co-
DIRECT COST	ver compensation of the injured as provided under the Work; ments Compensation Law.
OF ACCIDENT	a. Privately Insured - The amount of yearly compensation in
	surance premium that the employer paid the insurance com
	pany to cover the victim against accidents.
	b. Self-insured - the actual amount paid to the victim orm
	1 puted according to Workmen's Compensation Bureau regula-
	tions.
	127, Medical and Hospitalization Costs:
	a. Privately Insured- This is included in the yearly com-
•	pensation insurance premiums.
	b. Self-insured- the actual amount paid by the employer to
eggene i de la seg	• Kars ocver medical and hospitalization costs of the victim.
	128. Burial Expenses;
4 m	a. Privately Insured - This is included in the yearly com-
	pensation insurance premiums.
	b. Self-insured - the actual amount paid by the employer
	for burial expenses as required by Workmen's Compensa-
	1 tiçn Bureau regulations.
INCIDENT	129. Wages paid for time lost by workers from victim:
COST OF	1. The amount of money paid to the rest of the workers who
ACCIDENT	! were not injured but who stopped working to watch or as-
	! sist after the accident or to talk about it, or who lost
	1 time because of the equipment damage or because they needed
	the output or a resistance of the victim. To compute this,
•	determine the average wage per minute of all the workers involved and multiply by the total number of minutes that
新聞, 역사 이 가지 않는 것이다. 이 가지 않는 것이 있는 것이 같은 것이 같은 것이 있는 것이 없는 것이 있는 것이 없는	they stopped working.
1	I hind prohior unterting.
	30. Cost of damage to materials, tools and/or equipment;
	The net cost of repairs and putting in order materials
· · · · · · · · · · · · · · · · · · ·	tools and/or equipment that has been damaged or displaced
	minus the salvage value of the damaged materials, tools and
	or equipment.
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	 131. Cost of wages paid to victim other than compensation: The amount paid the victim for the remainder of the shift
	for which he was unable to continue working and or succeed-
	ing period when he left his work to obtain medical treat-
	ment. This also includes wages which may be paid to the victim for disabilities resulting in not more than three
	1 days except when same is charged to his earned vacation and/
	! or sick leave.
	132. Extra wage cost due to overtime necessitated by accident: The difference between the normal wages and the overtime
	!. wages for the time needed to make up lost production due to
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	an accident, including cost of extra supervision, heat, light power, cleaning and other services necessitated by the over-
	time.
	133. Cost of wages to supervisor's time absorbed by accident:
•	Wages paid for supervisor's time making adjustments after an accident, investigation of an accident and other acti-
	vities like bringing the injured to the hospital. This
	time is properly charged to the accident because had it not been for the accident this time could have been spent in
	other productive activities which comprise his major work.
	134. Wages cost due to decreased output of wictim after return:
•	After return to work, the victim sometimes, although paid his normal wages, is unable to produce at a normal rate.
·	This amount corresponds to wages paid for reduced output.
	135. Cost of learning period of new worker (replacement); Wages
	paid to a new worker (replacement) until he becomes able to contribute to production plus cost of wages of super-
	visors and others in training the new worker. It also in-
n an tha an t	cludes wages paid corresponding to reduced output during the period he is paid the normal wages due the worker he replaced.
	136. Uninsured medical and hospitalization costs borne by the em-
•	ployer: For the solf-insured all medical and hospitalization
	costs are included in item No. 27. For the privately insured this is the medical and hospitalization costs including equip-
	ment used, first aid and succeeding treatments after the in-
· • •	jured has returned to work. Estimate an average cost per
	visit of these treatments and use this in computing the amount borne by the privately insured employer.
	137. Cost of time spent in an accident investigation by others
	including preparation of compensation claims other forms: Wages spent by other supervisors in investigating acci-
•	dent including wages for time spont in preparing forms and
	settling olaims.
	38. <u>Miscellaneous and other unusual costs:</u> All other costs not ' 'included above, like lawyers fees in handling damage suits
	'l etc.
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CLOSING DATES	1. All work-connected injuries occuring within the month and included in the records system shall be investigated upon
DAIDS	occurrence and reported within one week after the disability
	has been established but not later than the 20th of the fol-
1	lowing month. 2. All work-connected injuries occurring within the year and
	included in the records system shall be investigated imme-
• 	diately upon occurrence and reported within one week after the disability has been established but not later than the
	last working day of the first month of the year.
	3. When the actual number of days lost is not available on the
	closing dates, estimates of the probable days lost shall be made which shall be later adjusted when the prrect figure
	is available if the injury is made a part of the statistics
•	of a longer period in which the date of injury is a part.
•	MAC THOAT GA GAVIINA
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