

MONSANTO CHEMICAL COMPANY
PLASTICS DIVISION
Texas City, Texas

Bulletin P-0112
Original Issue July 11, 1959
Revision No. 1 November 15, 1959

MINOR INJURY REPORTING AND INVESTIGATION

PURPOSE:

The minor injury and accident investigation procedure is established to provide a record of all industrial injuries and the causes to be used in accident prevention work.

SCOPE:

This bulletin covers the procedure for recording minor injuries which occur to plant personnel during their course of employment, and the preparation of various reports and statistical analyses based on this information.

RESPONSIBILITY:

The supervisor is responsible for the investigation of the injury and the safety department is responsible for the preparation and distribution of reports compiled from this information.

For the purposes of reporting the occurrence and subsequent investigation of a minor injury, the minor injury and accident report is used. This report is initiated by the Plant Nurse on any injury requiring treatment. She fills out pages one (1) and four (4) of the form and mails it to the supervisor of the injured employee. The supervisor completes the form after holding an investigation to determine the cause of the injury. The completed report shall be returned to the safety department within five days following the date of the injury.

The safety department maintains a delinquency system which

is checked for incomplete minor injury reports on the first of each month and prepares a delinquent report for distribution to the superintendents of those reports which are overdue.

The safety department reviews the reports and sends them to IBM for key punch. Each month these data are processed by the tabulating department and a statistical analysis report is prepared by the safety department for distribution to all superintendents and general operating supervisors (or equivalent).

At the close of each month the safety department wires a report to the Safety Section, Personnel Relations Department (St. Louis), giving for the month, this year and last year, the number of major injuries reported, the days lost and the exposure hours. If a lost-time accident has occurred during the month, the hours since the last major injury and days since last lost-time injury are also given. The manhours reported for the current month is an estimate. The corrected manhour figures for the preceding month are reported also. The corrected figure is obtained from the payroll section of the accounting department for hourly personnel and from the personnel department on salaried personnel.

In addition, a Monthly All-Injury Summary (IN-84) is prepared for the Manager of Safety, (St. Louis), classifying major injuries and all other occupational injuries by the type of accident. Also, a letter listing the number of injuries, physical examination and immunization shots is prepared monthly for the Medical Director (St. Louis).

Prepared by Safety Department
 Dept. or Section

Approved by:

C. L. Gilmore
Person

SC

16689

P-0112
Page 2

LAM023958