

**SUPERVISOR/MANAGER INCIDENT REPORT CHECKLIST**

The following Checklist and Incident Forms are provided by MANCON for use in all Auto Accidents, Building/Facility Damage, Injuries, Equipment Damage, and Public Property/Injury claims. When an incident occurs, complete all of the applicable pages.

## Supervisor Completes the Following

- Page 1 for General Incident Information
- Page 2 for MANCON Automobile Damage
- Page 3 for Other Automobile Damage
- Page 4 for Injuries claimed
- Page 5 for Equipment and/or Property Damage
- Medical Treatment Authorization
- State Specific Form, if applicable

## Employee Completes the Following

- MANCON Panel
- Medical Release
- Timesheet Entry Form

## Send Employee to Medical Facility with the following

- Physician Panel, depending on location
- Medical Treatment Authorization – Original to Employee for medical attention, copy for HR
- Physician Return to Work Report (3 pages)
- Prescription First Fill Card
- Drug Screen Custody and Control Form

Witnesses Complete the Witness Statement form.  
Collect Police Reports, if applicable

Please check all forms sent to MANCON Corporate regarding this incident. If not all forms are available within 24 hours of the incident, Page 1 General Incident Information is required with a phone call or email with as much information as is available at the time.

When an incident occurs, the following steps must be completed in addition to the applicable incident reports above.

- Assess automobiles, equipment, property and people involved. If immediate/life or limb threatening medical attention is needed, call 911
- Obtain a statement from the MANCON employees involved
- Obtain copies of police report info and citations if given
- Send MANCON employees for a Drug Screen at the site identified on the Drug Screen Panel and obtain a Copy of the Chain of Custody Form confirming completion.

If you have questions regarding these steps, please contact:

Human Resources – Laura Sipes – 888-892-0787 ext 312

**FORWARD COPY WITHIN 24 HOURS OF INCIDENT TO MANCON® CORPORATE OFFICE  
HUMAN RESOURCES: LAURA SIPES – FAX 757-457-9345 or EMAIL [LSIPES@MANCONINC.COM](mailto:LSIPES@MANCONINC.COM)**