

**S-19        First Report of Accident**  
**S-19a      Notice of Accident**

This form is used by the Property Supervisor to conduct safety audits of each property site on a semi-annual basis, and at other times specified by the Company CEO. This audit serves as the basis for an employee review of the findings and training immediately after the audit is conducted. Further explanation can be found in the Training Section of the Workplace Safety Program.

Distribution:

- 1-Company main office training records
- 1-Manager's Policy Handbook / Workplace Safety Program / Training Section