



**SUBIC BAY METROPOLITAN AUTHORITY  
PUBLIC HEALTH AND SAFETY DEPARTMENT  
Occupational Health and Safety Division**

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Departmental Quality Form  
PSD-QF 406  
Rev. 01  
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**EMPLOYER'S ANNUAL REPORT OF WORK ACCIDENT/ILLNESS EXPOSURE**

(This report shall be submitted by the employer to the SBMA Occupational Health and Safety Division within 20 calendar days following the end of each calendar year.)

Period Covered: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**EXPOSURE DATA**

Total number of employees during the year: \_\_\_\_\_

Total hours worked by all employees during the year: \_\_\_\_\_

**INJURY SUMMARY**

Total number of disabling injuries/illnesses: \_\_\_\_\_

Total number of non-disabling injuries/illnesses: \_\_\_\_\_

Total number of days of disability due to temporary total injuries/illnesses: \_\_\_\_\_

Total number of days charged to fatal, permanent total and permanent partial injuries/illnesses: \_\_\_\_\_

Frequency rate: \_\_\_\_\_

Severity rate: \_\_\_\_\_

**I hereby certify on my honor to the accuracy and completeness of the foregoing information.**

\_\_\_\_\_  
General Manager/Employer

Date: \_\_\_\_\_

- This report shall be accomplished whether or not there were accident/illness occurrences during the period covered.
- Frequency rate is the total number of disabling injuries per million employee hours of exposure.  
$$\text{Frequency rate} = \frac{\text{Number of disabling injuries} \times 1,000,000}{\text{Employee-hours of exposure}}$$
- Severity rate is the total number of days lost or charged per million employee hours of exposure.  
$$\text{Severity rate} = \frac{\text{Number of days of disability and number of days charged} \times 1,000,000}{\text{Employee-hours of exposure}}$$
- Exposure is the total number of hours worked by all employees including employees of operating production, maintenance, transportation, clerical, administrative, sales and other departments.
- Disabling injuries are work injuries which result in death, permanent total disability, permanent partial disability or temporary total disability.
- Non-disabling injuries (medical treatment) are injuries which do not result into disabling injuries but require first aid or medical attention of any kind.