

Republic of the Philippines  
Department of Labor and Employment  
BUREAU OF WORKING CONDITIONS  
Manila

\_\_\_\_\_ Date

**ANNUAL WORK ACCIDENT/ILLNESS EXPOSURE DATA REPORT**

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

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

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

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**EXPOSURE DATA**

**January to December 19\_\_\_\_\_**

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Number of Employees: \_\_\_\_\_

Total Hours Worked by All Employees During the Year: \_\_\_\_\_

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**INJURY SUMMARY**

Total-All Disabling Injuries/Illnesses: \_\_\_\_\_

Total-Non-Disabling Injuries: \_\_\_\_\_

Frequency Rate: \_\_\_\_\_

Severity Rate: \_\_\_\_\_

\_\_\_\_\_  
*General Manager*

1. This report shall be accomplished whether or not there were accident/illness occurrences during the period covered and submitted to the Regional Labor Office or local government having jurisdiction not later than 30th day of the month following the end of each calendar year.

2. **Frequency Rate** is the total number of disabling injuries per million-employee hours of exposure.

$$\text{Frequency Rate} = \frac{\text{Total number of disabling injuries} \times 1,000,000}{\text{Employee-hours of Exposure}}$$

3. **Severity Rate** is the total number of days lost or charged per million-employee hours of exposure.

$$\text{Severity Rate} = \frac{\text{Total number of days lost or charged} \times 1,000,000}{\text{Employee-hours of Exposure}}$$

4. **Exposure** is the total number of hours worked by all employees in each establishment including employees of operating production, maintenance, transportation, electrical, administrative, sales and other departments.

5. **Disabling injuries** - work injuries, which result in death, permanent total disability, permanent partial disability or temporary total disability.

6. **Non-disabling injuries** (Medical Treatment) - injuries which do not result into disabling injuries but required first aid or medical attention of any kind.