



ACCIDENT/INCIDENT REPORT

ALL incidents are to be reported to your Project Manager the Health and Safety department immediately. The supervisor or applicable employee will complete this report in support of the investigation. The Health and Safety department will collect and analyze all essential information with all parties involved, and complete the investigation. Using "Root Cause Analysis", the Health and Safety department and parties involved will generate preventive and corrective safety actions and safety alerts to avoid a recurrence.

PERSON COMPLETING REPORT		DATE	
LOCATION OF INCIDENT/ACCIDENT			
TIME/DATE OF ACCIDENT			
DESCRIBE ↓		INCIDENT IN DETAIL BELOW ↓	
EMPLOYEES INJURED?		FIRST AID RENDERED?	
911 NOTIFIED?		HOSPITAL NOTIFIED?	
NAME OF INJURED			
DESCRIBE ↓		MEDICAL ASSISTANCE RENDERED BELOW ↓	
IF INJURED EMPLOYEE REFUSES MEDICAL ATTENTION, HAVE THEM SIGN HERE			
DESCRIBE ↓		INJURY IN DETAIL BELOW ↓	
↓		DESCRIBE INJURY BELOW USING IMAGE TO CIRCLE LOCATION ↓	
<p>The diagram consists of three blue line-art illustrations. On the left is a front-facing profile of a human head. To its right are two full-body human silhouettes, one facing forward and one facing backward, standing side-by-side. These are intended for marking the location of an injury on the body.</p>			
PERSON COMPLETING REPORT SIGNATURE			
SUPERVISOR SIGNATURE NAME AND SIGNATURE			