

# Accident/Incident Reporting

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1. An incident report is to be filled out, stating place, date, and time incident occurred.
2. The name and title of the person injured is to be recorded.
3. The name of the witness is to be recorded.
4. A detailed description of the incident is to be recorded.
5. The sequence of events prior to the incident in detail is to be recorded.
6. Identification of the unsafe act that resulted in the incident is to be recorded.
7. A recommendation for a corrective action is to be immediately implemented to prevent reoccurrence.
8. Signature of the investigator, witness, and injured party are to sign off on the sheet. If a further investigation is deemed necessary those involved can and will be called upon.
9. If an unsafe act has been reported it will be investigated immediately by a qualified person. During the investigation all information will be addressed and the person reporting the issue will be informed of the outcome.