**Incident Reporting Forms**

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| **Name: Prepared:** | **College:** | **Date** |
| **How long at this job?** | **Position/Title:** |  |
| **Location of Incident:** | **Date/time of incident:** | **Supervisor:** |

1. **Describe how the incident occurred**.

Explain the operation in which you were involved and the conditions that occurred. Describe the sequence of events that followed the incident. How did you respond? Describe any equipment, machinery, or instruments in use at the time of the incident and their potential contribution to the incident.

1. **Did you sustain any injuries? What were they? How were they treated? Did you require medical care? Describe the severity of the injury.**
2. **Was there any property loss or damage?**
3. **Safety Rules and Procedures.**
   1. Was the use of personal protective equipment (PPE) necessary during the given operation? Was the PPE worn? What did it consist of?
   2. What type of training did you receive before engaging in this operation? Was the training adequate? What did it consist of?
   3. Are there any specific safety rules that apply to this procedure? Were they followed? Are they adequate?
   4. Other comments.
4. **Causal Factors**
   1. What do you perceive to be the causal factors behind this incident? This could include inadequate management oversight; lack of appropriate safety policy; proper equipment not used, required, or supplied; etc.
   2. What are your recommendations for preventing recurrence?
5. **Other Individuals Involved/Witnesses where applicable**

Name: Position:

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1. Description of Incident – Where were you and what were you doing when the incident occurred? What did you see?
2. Additional comments or observations.
3. Description of Incident – Where were you and what were you doing when the incident occurred? What did you see?
4. Additional comments or observations.
5. **Principal Investigator/Supervisor**
6. **How and when did you learn of the incident?**
7. **Contributing/Mitigating Factors – What do you perceive to be the causal factors behind this incident? This could include inadequate management oversight; lack of appropriate safety policy; improper procedure; proper equipment not used, required, or supplied; etc.**
8. **Immediate corrective action was taken.**
9. **Additional remediation efforts to prevent future recurrence (and expected date of implementation).**
10. **Comments**

Principal Investigator/Supervisor Signature: