

EMPLOYEE INCIDENT REPORT

An Employee Incident Report is a document that an employee completes to describe the details of a workplace injury, illness or near miss from their perspective. The primary purpose of the report is to provide the employer with a record of the incident. This is one of the first steps in a fact-finding process and should never be used as a means to assign blame. Promptly completing the Employee Incident Report helps the investigator quickly identify effective solutions in order to prevent similar incidents from occurring.

ORGANIZATION NAME: _____

TO BE COMPLETED BY THE INVOLVED EMPLOYEE:

EMPLOYEE NAME: _____

EMPLOYEE TITLE: _____

PHONE: _____

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

ADDRESS AND LOCATION OF INCIDENT: _____

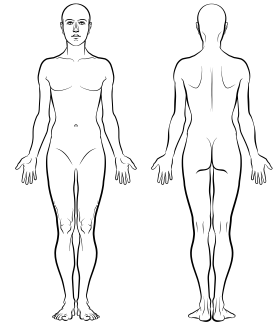
WERE YOU INJURED? YES NO

WERE OTHERS INVOLVED? YES NO

IS EVERYONE OK? YES NO

DESCRIBE THE AFFECTED BODY PARTS.

WHERE DOES IT HURT? WHAT DOES IT FEEL LIKE? CIRCLE THE AFFECTED BODY PARTS USING THE DIAGRAM.



PLEASE TELL THE STORY OF WHAT HAPPENED.

INCLUDE ALL DETAILS.

WHAT ELSE DO WE NEED TO KNOW?

AND DO YOU THINK THERE IS ANYTHING THAT COULD HAVE PREVENTED THIS FROM HAPPENING?

EMPLOYEE SIGNATURE

EMPLOYEE SIGNATURE: _____ DATE: _____