

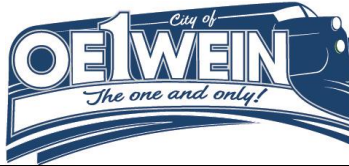
Incident Report Form



Employee	Non-employee
<input type="checkbox"/> Injury	<input type="checkbox"/> Injury
<input type="checkbox"/> Non-Injury	<input type="checkbox"/> Non-Injury
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Near Miss
<input type="checkbox"/> Unsafe Work	

Name:	
Department/Position:	
Date and Time of Incident:	
Location of Incident:	
How did the Incident Occur?	
Explain:	
Was First Aid Given?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	

Incident Report Form



Was the Employee/Non-employee sent to a medical facility	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	
Did the incident occur because of an unsafe act or unsafe condition of equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	
Was there corrective action taken to prevent incident from happening	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	

Incident Report Form



Was Equipment Involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List Equipment:	
Did Damage Occur?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	
List names and position of witnesses:	
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:

Incident Report Form



Non-Employee Contact Information	
Name:	
Address:	
Phone:	
Email	
Guardian, if applicable:	

Employee/Non-employee signature	Date
Supervisor Signature	Date

Employer Investigation Report Process:

1. The employee fills out an Incident Report Form
2. The form is submitted the day of the incident to the Department Head
3. The Department Head would provide a copy of the form to the Safety Coordinator and City Clerk
 - a. Should the incident involve city property, the city clerk will notify the city's insurance company and if needed IMWCA representative
4. The Safety Coordinator would then have 12 hours to investigate the incident
 - a. The investigation will require an interview with the employee and any other employee present during the incident
 - b. The Safety Coordinator will fill out an incident review form
 - c. The Incident Review Form will be shared with the City Administrator
5. The Safety Coordinator will present his/her findings at the next Safety Committee
6. The Safety Committee will determine if the incident was preventable or not preventable
 - a. The Safety Committee will provide in writing their determination and have it be noted in the Safety Committee minutes
7. Should the incident be deemed preventable, the Safety Committee will provide recommendations to ensure that the incident does not occur