



TOOL BOX 045-SAFETY GENERAL- ACCIDENT INCIDENT REPORTING

Instructor Note: Before you start to talk, determine who the accident or incident information should be reported to. Fill out the Injury Report in the company office.

The following points should be covered in discussing the importance of reporting and investigating accidents, incidents or near miss accidents:

Guide for Discussion

Always report any accidents or near misses to Employer.

Any injuries needing first aid or medical attention should be reported to Employer.

What employees do in the case of an emergency (first aid and calling for an ambulance)?

Where is the nearest hospital? What is the nearest cross street? (Note: Discuss the information necessary to direct an ambulance to the worksite.)

Who are the first aid qualified people on the job site?

Anyone witnessing an accident should report what he or she saw to Employer.

All accidents involving medical treatment should have an investigation conducted to determine the cause.

Immediate Supervisor should complete this form properly with worker input.
Please print clearly and report all incidents as soon as possible.

Incident/Accident Report

Injured Worker: _____

Occupation: _____

Where Injury Occurred: _____

Date/Time: _____ (AM/PM)

Type of Injury: _____

Treatment: _____ None _____ 1st Aid _____ Doctor _____ Hospital



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Witnesses: _____

Describe Incident/Injury: _____

Identify Cause: _____ Work Habit _____ Rule Violation _____ Other (If Other, Describe)

Caused by Faulty Equipment? If So, Identify:

Did Previous Injury/Condition of Worker Contribute? Explain:

If Incident Was Caused By A Person Not Employed By Us, Who?

Name: _____
 Phone: _____
 Address: _____

Action Taken to Prevent Similar Occurrence:

Date: _____ Injured Worker Signature: _____
 (If Available)
 Date: _____ Supervisor's Signature: _____

Presented By:	Date	Signature
Name: _____	_____	_____

NAME	SIGNATURE	NAME	SIGNATURE