**File Number:** \_\_\_\_ \_ \_\_\_\_\_\_

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| --- |
| **1. Employee Informaiton** |
| **Date/Time of Incident:\_****Date/Time of Notification:\_** **Time Shift Began?\_** | **CASE NUMBER: \_****Location: \_** |

**I am reporting a work related:** [ ]  **Injury** [ ]  **Illness** [ ]  **Near miss**

**Is your Supervisor aware of the injury/near miss? Y** [ ]  **N** [ ]

|  |  |
| --- | --- |
| **Your Name:** | **\_**  |
| **Job Title:** | **\_** |
| **Supervisor:** | **\_** |
| **Witness:** | **\_** |
| **Witness:** | **\_** |
| **Other:** | **\_** |
| **Other:** | **\_** |

**Where exactly did it happen? \_**

|  |
| --- |
| **2. Basic Information:** |
| **What were you doing at the time?****\_****Describe step by step what led up to the injury/nearmiss?****\_****What parts of your body were injured? If a near miss, how could you have been hurt?****\_****What could have been done to prevent this injury/near miss?****\_** |
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| **3. Medical Informaiton** |
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| --- | --- | --- |
| **Has this part of your body been injured before? Y** [ ]  **N** [ ]

|  |  |
| --- | --- |
| **If yes When? \_** | **What Happened previously? \_** |

 |
| **Did you see a doctor about this injury/illness? Y** [ ]  **N** [ ]  |
| **If yes Who? \_** | **Doctors phone number: Text** |
| **Date/Time: \_** | **Supervisor: \_** |

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| **Using the pain man diagram on page two describe your injuries in detail.** **Image result for Pain Man Charts\_** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **4. Detailed Information** |
|  **Description of Incident –** (*Provide a Detailed description) What are all possible causes or events that caused the incident.***\_**

|  |
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| **5. Corrective Actions** |
|  **Corrective Actions – (***Provide a corrective action to prevent this in the future) Who is responsible for corrective action to prevent future incident.* **\_** |

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| **5. Signatures** |
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|  |  |
| --- | --- |
| Your Signature: | Date/Time: \_ |
| Supervisor Signature: | Date/Time \_ |

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*Human Resources Manager to Keep all Completed Forms on File.*