



## EMPLOYEE HAZARD and/or INCIDENT REPORT FORM

**DIRECTIONS:** This form is for employees to report any hazard, near miss work incident or voluntary reporting of an off-the-job incident. Any work incident that involves an injury must be immediately reported to the supervisor. A near miss is defined as an event that could have resulted in an injury. Near-miss examples include hard braking to avoid a motor vehicle crash, tripping without injury or nearly being struck by a falling object. Observation and reporting of hazards such as torn carpets is encouraged and can be done with this form. If this is voluntary reporting of an off-the-job incident, names are not required and location can be generic. If this is a work incident, the supervisor is responsible for completing an incident investigation.

EMPLOYEE:	REPORT DATE:
DEPARTMENT:	SUPERVISOR:
CHECK HERE IF HAZARD:	CHECK HERE IF INCIDENT:

Date of hazard notation or incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ a.m./p.m.

Exact location of hazard or incident, noting if on or off the job: \_\_\_\_\_

Describe the incident and the activity being performed: \_\_\_\_\_

Describe how the incident occurred: \_\_\_\_\_

If an injury did occur, describe type and body part affected: \_\_\_\_\_

Describe any conditions, materials, equipment or circumstances that represent a hazard or may have contributed to the incident: \_\_\_\_\_

Describe corrective measures, improvements or process changes to eliminate the hazard or that may help prevent a similar event: \_\_\_\_\_