



EMPLOYEE HAZARD/INCIDENT REPORT FORM

DIRECTIONS:

This form is for employees to report any hazard, near-miss at work incident, or voluntary reporting of an off the job incident. Any at 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 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.

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: _____



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