

What caused the Event? **Please describe in detail**

What part of the body was injured? **Please describe in detail**

What was the nature of the injury? **Please describe in detail**

Did Employee go to Doctor/Hospital?

How can future Accidents, Incidents and Near Misses be prevented? What changes do you suggest to prevent this Accident, Incident or Near Miss from happening again? Please check all that apply

Stop this activity Guard the hazard Train the employee(s)

Redesign task steps Redesign work station Write a new policy/rule

Enforce an existing policy/rule Routinely inspect for the hazard

Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked on this page?

Supervisor Signature/Phone Number

Date