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Employees must report to the attending supervisor immediately and provide a signed statement for the A/I report (separate form*).

Witnesses must also provide a signed statement for inclusion in the report.

Supervisors will conduct the preliminary investigation as outlined below, and report accordingly:

-If an EMERGENY, **notify Security (x3500) immediately**

	S(798-7120) and Date Report Filed:	Time:am/pm		
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Errort Locations		

Exact Location:

Prevention
Safety device available? Yes No / In use? Yes No / In use correctly? Yes No
Describe the safety appliance:
Was a job safety analysis or work activity plan performed for the job? Yes No
Explain and attach a copy (if Yes):
What has supervision initiated to prevent this accident from recurring?
Has this accident been discussed with employees and corrective action communicated? Yes No
How?
Special comment area for corrective action taken to prevent recurrence of accident: