

REPORTING GUIDELINES

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 EMERGENCY, **notify Security (x3500) immediately**

Call or Fax to HR (725-3976) and EHS(798-7120) and Date Report Filed: _____ Time: _____ am/pm

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Exact Location:			
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