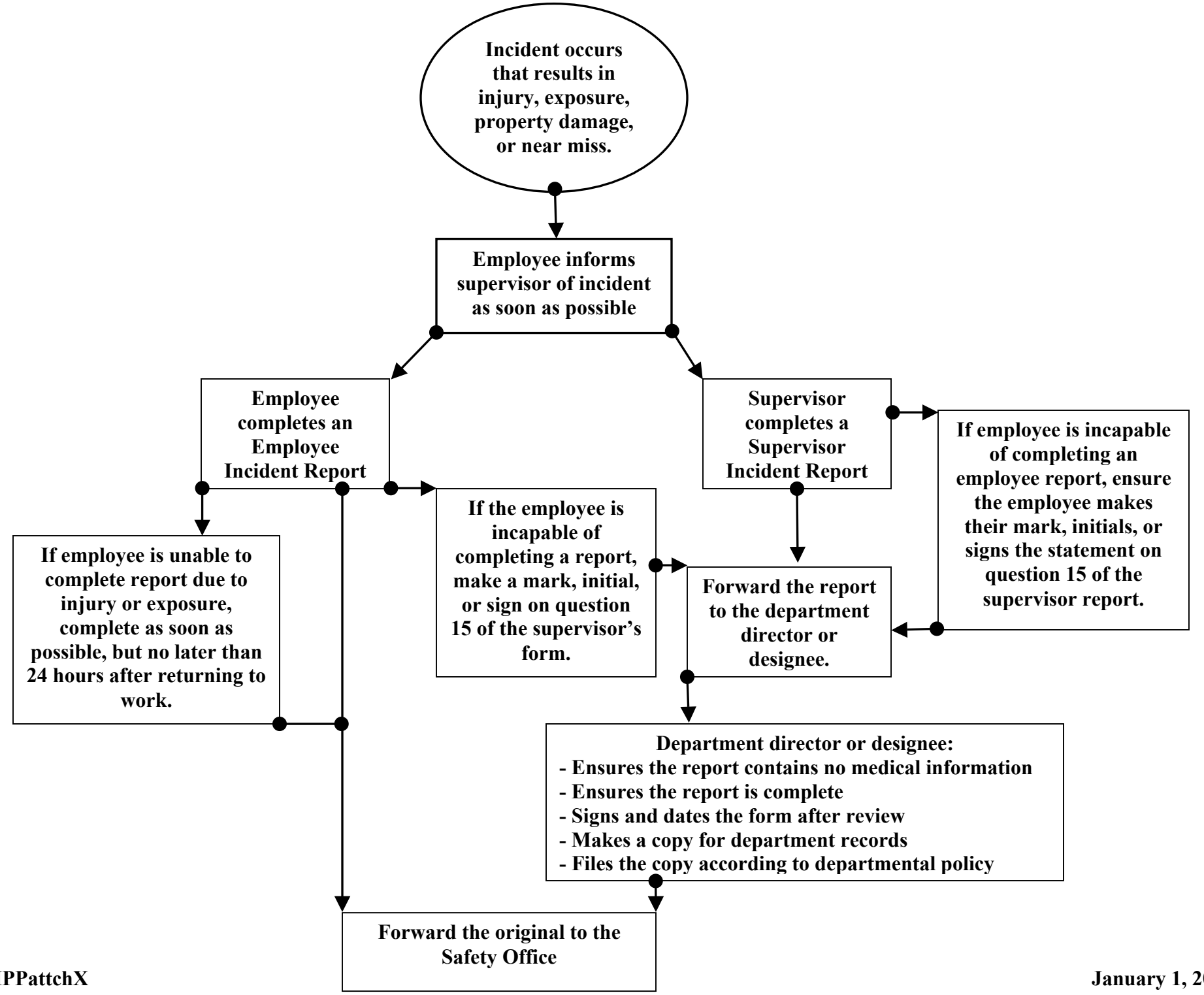
Incident occurs that results in injury, exposure, property damage, or near miss.
Employee informs supervisor of incident as soon as possible
Employee completes an Employee Incident Report
Supervisor completes a Supervisor Incident Report
If employee is incapable of completing an employee report, ensure the employee makes their mark, initials, or signs the statement on question 15 of the supervisor report.
If employee is unable to complete report due to injury or exposure, complete as soon as possible, but no later than 24 hours after returning to work.
If the employee is incapable of completing a report, make a mark, initial, or sign on question 15 of the supervisor's form.
Forward the report to the department director or designee.
Department director or designee:
- Ensures the report contains no medical information
- Ensures the report is complete
- Signs and dates the form after review
- Makes a copy for department records
- Files the copy according to departmental policy
Forward the original to the Safety Office