



Risk Management Department
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QUARTERLY INCIDENT ANALYSIS FORM

1. Analyze Incident Report Forms, Assessment Reports, injury data from the workers' comp carrier, property damage claims, liability claims and Employee Safety Suggestions to identify any positive or negative trends.
2. Determine the reason for each trend.
3. Detail corrective actions, and assign a person responsible, for each negative trend. Reinforce each positive trend.
4. Evaluate whether last year's corrective actions have abated negative trends. If not, assign new corrective actions.

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|-----------------|---------------------------|----------------------|
| Date of Review: | Review for Calendar Year: | Review Completed by: |
|-----------------|---------------------------|----------------------|

Documents Reviewed For This Analysis:

| Identified Trend: | Positive / Negative: | Dept: | Corrective Actions: | Responsibility Assigned To: |
|-------------------|----------------------|-------|---------------------|-----------------------------|
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