Employee Incident Report

This form must be completed, reviewed with a supervisor and submitted to WCC within 24 hours.

Employee Name (last, first, middle) _____ EE#SS# _____

Department _____ Job title _____ Hire Date _____

Supervisor _____ Shift 1 2 3 other

Date of Incident _____ Time (am/pm) _____

Day Occurred S M T W TH F S

Location of Incident _____ Who was Notified? _____

Describe incident (describe what happened, how the incident occurred, include details pertaining to equipment, environment, tasks etc.)

_____ Indicate on the Diagram the location of injury

_____

_____

_____

_____

_____

_____

Body Part Injured _____

Injury is a: New or Re-injury

Was first aid administered? Yes No

If yes, where? _____

What was the cause of this incident? _____

How could this incident have been prevented? _____

_____

Did anyone witness the incident? Yes No

(Names) _____

Do you have other employment? Yes No