

SUPERVISOR'S INCIDENT INVESTIGATION REPORT

This report is to be completed by the Supervisor responsible for the area where the Incident occurred or where the hazard exists. All spaces must be filled out or the letters N/A (non-applicable) used. It may be necessary for more than one Supervisor to complete an Incident Investigation Report for a single Incident. It should be completed immediately after an incident.

1. Company Name:		2. Location Name:	
3. Exact Location Within Facility:		4. Date & Time of Occurrence:	
5. Date & Time Reported To Supervisor:		6. Name of Supervisor Notified:	
7. Injured Party's Full Name:		8. Social Security Number:	
9. Age:	10. DOB:	11. Sex:	
12. Street Address:		13. City, State, Zip:	
14. Phone Number:		15. Email Address:	
16. Hire Date:	17. Job Title:	18. Department:	
19. Time at current position:		20. Job being performed at the time of the incident:	
21. Employees immediate supervisor:		22. Supervisor responsible for area where incident occurred:	
23. Exact part of body injured:		24. Type of injury/illness:	
25. Did the injured receive training for the job that he/she were performing when the incident occurred?:		26. When?:	
27. Describe the accident / incident, give the exact location and list any/all resulting injuries:			
28. Act or condition that contributed to the incident:			
29. Name(s) of Witness(es):			
30. What action have you, the Supervisor responsible for the area where the incident occurred, taken to prevent reoccurrence?			
31. Did the employee receive medical treatment?		32. Was the employee transported? When?	
33. Medical treatment was given by whom?		34. Where and how was the employee transported?	
MANAGEMENT SIGNATURES			
35. * Signature of the Supervisor responsible for area where the incident occurred:			Date:
36. * Signature of the Facility Safety Coordinator:			Date:
37. * Signature of the Facility Senior Manager			Date:

* By signing this incident report you attest that it meets your personal level of excellence and that all the information contained within it is accurate to the best of your determination.