INCIDENT REPORT

Injury, illness, near miss or property damage. Start it the same shift. Recordable cases go on the OSHA 300 Log within 7 calendar days.

Report no.	Type	Date of incident	Time of event
Time employee began work	Exact location	Department	Reported to
Date reported	Witnesses	Equipment involved	Photos or evidence

Person involved	Treatment
Full name	First aid given by
Job title	Physician or provider
Status	Facility, address
Home address	Emergency room?
Date of birth	In-patient overnight?
Date hired	Date of death

What was the employee doing just before the incident?

What happened? How did the injury occur?

Injury or illness	OSHA recordability (29 CFR 1904.5, 1904.7, 1904.39)
Body part	Work-related?
Injury or illness	Beyond first aid?
Object or substance	Days away or restricted?
Days away from work	Death or unconscious?
Days restricted	Significant diagnosis?
	300 Log case no.
	Call OSHA in 8 or 24 h?
	Privacy case?

Why it happened (causes found)

Corrective actions

No.	Action	Immediate or permanent	Owner	Due	Status

Completed by

Name, title, phone and date. Keep this report with the OSHA 300 Log for five years after the end of the calendar year it covers (29 CFR 1904.33).

Employee	Supervisor	EHS manager	Completed by (name, title, phone)