

Incident Report



<input type="checkbox"/> Near Miss <input type="checkbox"/> Potential Hazard <input type="checkbox"/> Incident <input type="checkbox"/> Accident	Process Description:
DEFINITIONS: Near Miss: An event where no damage or injury occurred, but there was a high probability for severe injury or damage. Potential Hazard: Anything having the inherent ability or capacity for growth of coming into being which may present itself as a possible source of danger or provide an opportunity for an accident if not corrected. Incident: Any event, which resulted in, or could have resulted in a release of a highly hazardous chemical in workplace. Accident: An unexpected and undesirable event resulting in illness, injury, death, or damages exceeding \$200.00.	Incident No:
	Incident Date/Time:

Location:	Employee Name:
Description of Incident:	
Investigation Team:	Date:
Investigation Findings:	
Contributing Factors:	
Reporting Person:	
Witness(es):	
Contact Employee (if applicable):	

Recommendations & Corrective Action Items

Process Description:
Incident No:
Incident Date/Time:

Action Items	Responsible Person	Target Date	Completed Date

Authorized By:	Signature:
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Comments:
