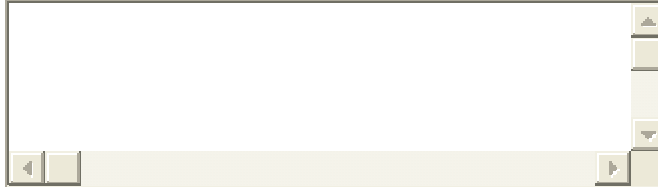
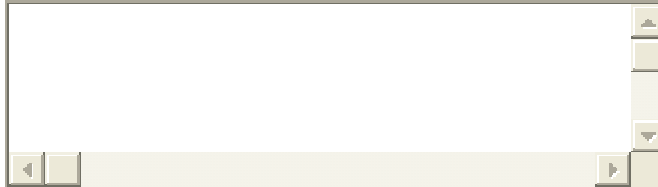


Incident Information:	
(Date) and (Time) of Incident:	<input type="text"/>
Employee Work Status:	<input type="text"/>
(Full Time, Part Time, Pool)	<input type="text"/>
Location of Incident:	<input type="text"/>
<ul style="list-style-type: none">What was the employee doing just before the incident occurred?	
<div><div></div></div>	

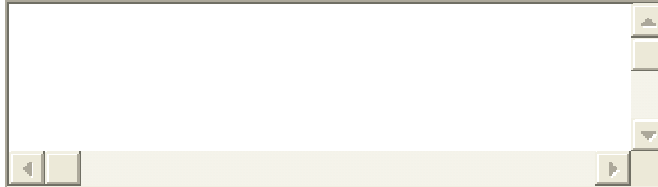
- Tell us how the injury/illness occurred:

A rectangular text input field with a light beige background. On the right side, there is a vertical stack of three small icons: a magnifying glass, a trash can, and a speech bubble. On the bottom left, there are two small square buttons with left and right arrow icons. On the bottom right, there is a small square button with a right arrow icon.

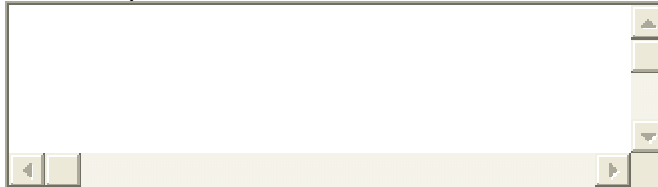
- Tell us the part of the body that was affected & how it was affected:

A rectangular text input field with a light beige background. On the right side, there is a vertical stack of three small icons: a magnifying glass, a trash can, and a speech bubble. On the bottom left, there are two small square buttons with left and right arrow icons. On the bottom right, there is a small square button with a right arrow icon.

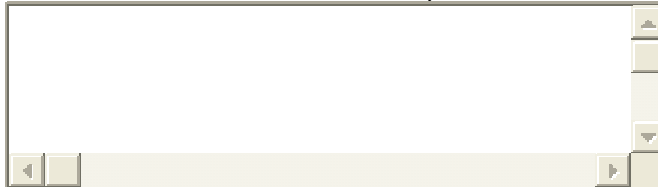
- Identify the object or substance that directly injured the employee:

A rectangular text input field with a light beige background. On the right side, there is a vertical stack of three small icons: a magnifying glass, a trash can, and a speech bubble. On the bottom left, there are two small square buttons with left and right arrow icons. On the bottom right, there is a small square button with a right arrow icon.

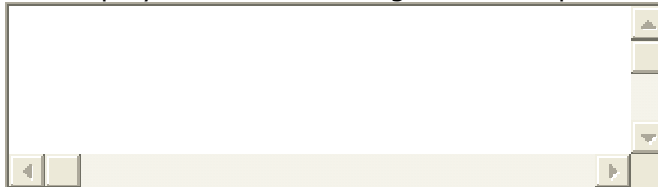
- What may have caused or contributed to the incident or illness?

A rectangular text input field with a light beige background. On the right side, there is a vertical stack of three small icons: a magnifying glass, a trash can, and a speech bubble. On the bottom left, there are two small square buttons with left and right arrow icons. On the bottom right, there is a small square button with a right arrow icon.

- What action has been taken to prevent recurrence of this incident?

A rectangular text input field with a light beige background. On the right side, there is a vertical stack of three small icons: a magnifying glass, a trash can, and a speech bubble. On the bottom left, there are two small square buttons with left and right arrow icons. On the bottom right, there is a small square button with a right arrow icon.

- Did employee receive training on how to prevent this type of injury?

A rectangular text input field with a light beige background. On the right side, there is a vertical stack of three small icons: a magnifying glass, a trash can, and a speech bubble. On the bottom left, there are two small square buttons with left and right arrow icons. On the bottom right, there is a small square button with a right arrow icon.

Medical Action (Please check all that apply)			
<input type="checkbox"/> No medical action	<input type="checkbox"/> First aid only	<input type="checkbox"/> Medical treatment beyond first aid.	Note: Workers' Compensation is notified by the completion and submission of this on-line form
Went/plans to go to (check all that apply):		Medi Center	Specialist
Own Doctor		Hospital	
If admitted to Hospital please put complete name, address, and phone number of facility			
<input type="text"/>			

Supplemental Information	
Date Supervisor was informed of incident: <input type="text"/>	
Employee's E-mail address: <input type="text"/>	Do you have a second job? (Yes) (No) : <input type="text"/>
Date of this report: <input type="text"/>	Where: <input type="text"/>
Printed name of person completing this report: <input type="text"/>	

Prior to sending the completed form, please print a copy for your records using your browser's print function. Also be sure that the employee gets a copy of the completed incident report form.

**Please save this form and attach it to an e-mail.
Send to reilly@hope.edu**

QUESTIONS? Contact the Occupational Safety Office at **(616) 395-7999** or e-mail (reilly@hope.edu)