



# Safety Action Report Instructions

## 1. Investigation Activities

- Indicate all of the actions that you have taken to investigate the incident or condition that has been reported.

## 2. Causative Factors

- Once you have determined the causative factors of the incident or condition, review them with the individual who originated the report.
- Have the originator indicate if they are in concurrence or disagreement with your findings, and then have them sign the report in Section 2.
- Give the originator the pink copy of the form after they have signed it.

## 3. Recommended Corrective Action

- Indicate the corrective action that you feel should be taken as a result of investigating the reported incident or condition.
- If you feel that "No Action" is required, please explain why in Section 4

## 4. Description of Corrective Action

- Try to be as clear and legible as you can in filling out the description of your recommended action. Also, in filling out this section it is requested that you print.
- Try to be brief and concise in describing your recommended action. Yet, try to provide as much information as necessary to be complete in your explanation. You may attach an additional sheet if necessary.
- Whenever necessary, include or attach a sketch.

## 5. Costs

- Identify the costs of corrective action only. Do not include the costs of medical treatment or damage repair in this section.

## 6. Signatures

- Obtain the appropriate signatures as determined by the Safety Process Report.
- Retain the yellow section for your records, and turn in the white copy to:

\_\_\_\_\_ or \_\_\_\_\_