



# Safety Report Instructions

## IF YOU HAVE AN INJURY (Section 2)

- Fill out Sections 1, 2 & 5 of the Safety Report
- Even if your injury is “slight “ and does not require medical attention you must file a report to document the incident.
- If your injury requires medical attention you must also fill out a “Workers’ Compensation: form within 24 hours of the incident.

## IF YOU HAVE DAMAGED PROPERTY OR EQUIPMENT (Section 3)

- Fill out Sections 1, 3 & 5 of the Safety Report.
- If the damage involves a private vehicle or private property contact the Police Dept. to file a report with them.

## IF YOU WANT TO REPORT DAMAGE BY OTHERS (Section 3)

- Fill out Sections 1, 3 & 5 of the Safety Report.
- In Section 3, check the box entitled “Damage by Others.”
- In Section 5, in addition to describing the damage, also describe how you discovered the damage.

## IF YOU WANT TO REPORT A HAZARD (Section 4)

- Fill out Sections 1, 4, 5 & 6 of the Safety Report.
- Hazard Reports may be submitted anonymously to the Director of \_\_\_\_\_.

## DESCRIBING THE INCIDENT OR CONDITION (Section 5)

- Try to be as clear and legible as you can in filling out the description of the incident or condition. Also, in filling out this section it is requested that you print.
- If possible, try to identify the causative and/or contributing factors of the incident or condition.
- Try to be brief and concise in describing the incident or condition. Yet, try to provide as much information as necessary to be accurate in your reporting. You may attach an additional sheet if necessary.
- Whenever possible, include or attach a sketch.

## REQUESTING ACTION (Section 6)

- This is an opportunity for you to request specific action regarding the incident or condition that you are reporting.
- Be sure to recommend a corrective action as applicable.

## WHEN THE SAFETY FORM IS COMPLETED

- You are to sign and date the form in the lower left hand corner (submitted by).
- Your supervisor (or division head) is to sign and date the right side of the form (received by).
- Retain the pink page for your records, give the white and yellow copies to your supervisor.