The purpose of this form is to identify the circumstances that led to the reported incident so that we can identify ways that we can prevent injuries in the future. The purpose of this statement is not to cast blame on any individual. The more descriptive you can be in your statement, the better information we will have when we develop our corrective action.

PART 1: To be completed by EHS Risk Mitigation Manager from date in First Report of Incident:

|  |  |  |  |
| --- | --- | --- | --- |
| Incident Date: |  | Incident Time: |  |
| Specific Location: |  | Injured Associate: |  |
| Description of Incident (From Incident Log) |  |

PART 2: Witness Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Date of Report |  |  |  |  |

|  |
| --- |
| Description of Incident from my perspective: |
|  |
| Unsafe behaviors that I observed (remember that this is to identify opportunities for improvement, not to cast blame): |
|  |
| Unsafe Conditions that I think led to the incident: |
|  |
| Three things that I think could have prevented this incident: |
| 1 |  |
| 2 |  |
| 3 |  |

Use other side if necessary.

I have given this statement freely and without coercion. It represents the facts pertaining to the above referred incident to the best of my knowledge and belief.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |