

Incident Report

If involved in an incident while engaged in learning or research activities at the university, please complete the Incident Report. Employees should report workplace incidents via the Safety Resources online incident reporting system, <http://safetyresources.usask.ca/>. For assistance with incident reporting, please contact Safety Resources at 306-966-4675. Submit the completed incident report to your supervisor and fax a copy of the incident report to Safety Resources at 306-966-8394 or email the incident report to safetyresources@usask.ca.

Personal Information		
Name:	Telephone Number:	Email:
Incident Information		
Incident Date:	Time of Incident:	Location of Incident:
Describe the incident, and how and/or why it occurred. Provide as much detail as is possible including the believed factors that caused the incident, and the nature of any injuries that may have been sustained.		
Was professional medical attention required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Names of Witnesses:		
Actions taken in immediate response to the incident. Provide as much detail as is possible including all parties contacted and when (e.g. local emergency responders, university personnel).		
Signature of Incident Reporter:		Date:

Safety Resources Post Incident Review

Comments, recommendations, actions:

Reviewer Signature:

Date: