Example incident report doc.

INTERFAITH HOUSE RESIDENT INCIDENT REPORT

Please complete this form and give to the Operations Director within 6 days of the incident. This is required to comply with public law 91-596 and OSHA requirements.

Person completing the report				
Name	Job Title	Date of	Date of report	
Resident information				
Name (First, Middle, and Last)	Female	Male		
Date of birth				
Facts of Accident/Illness				
Date of incident/				
IllnessInjury	Did fatality occur?	Yes	No	
Did incident occur on Interfaith House pre	emises? Yes No			
Where on the premises did the incident oc	cur?			
If not on Interfaith House premises, where	did the incident occur?			
Describe the circumstances of the accident witnesses to the incident)	t or illness (including loc	cation, timeframe	, actions taken, and	
4				
	4.			
Staff signature	Witness signat	ure		