 **Incident & Hazard Reports - Summary**

Use the table below to track incidents and hazards reported online and confirmation that investigation/follow up findings, corrective actions, etc. were completed and communicated to employees.

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| --- | --- | --- | --- | --- |
| **Date of Event**yyyy/mm/dd | **Report Tracking #** | **Incident or Hazard Type** (e.g. Slip/fall, laceration, chemical spill, motor vehicle accident, unmarked excavation, etc.) | **Incident Investigation / Hazard Follow Up (Yes / No)** (e.g. findings/corrective actions completed & communicated to Employees) | **Method of Communication**(e.g. Email, memo, meeting, etc.; include date of communication) |
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