# INCIDENT REPORT
## FACILITIES MANAGEMENT/SAFETY

701.671.2352 | Email: ndscs.safety@ndscs.edu

Complete and submit form within 24 hours of the incident. For guidance through the incident, see the Accident/Injury Reporting Responsibilities.

*****IN EMERGENCIES DIAL 911*****

**TYPE OF INCIDENT:**

☐Near Miss ☐Slight Injury/Illness (not requiring professional medical attention)

☐Injury/Illness (requiring professional medical attention) – **Complete Part C, Give *Report of Workability* to Safey ASAP * Medical attention MUST be provided by a *Designated Medical Provider***

**PART A: PERSON INVOLVED INFORMATION:**

Last Name: _____ First Name: _____ Sex: ☐M ☐F

Date of Birth: _____ Marital Status: _____ SS# (last 4-digits): _____

☐Faculty ☐Staff ☐Student ☐Visitor NDSCS ID: _____ Employment Start Date: _____

Home Address: _____ City, State, Zip: _____

Phone: _____ Work Phone: _____ Email: _____

Job Title: _____ Supervisor: _____

**PART B: INCIDENT INFORMATION:**

Incident Date: _____ Incident Time: _____ ☐am ☐pm

Campus Location: _____ Building: _____ Area/Room: _____

☐Inside ☐Outside If Outside: ☐Clear ☐Raining ☐Snow ☐Other_____

Off-Site Location: _____

Last Day Worked Prior to Injury: _____ Date Supervisor Notified: _____

DESCRIPTION/CAUSE OF INCIDENT:

_____

_____

_____

BODY PART AND TYPE OF INJURY (BE SPECIFIC, INCLUDE LEFT, RIGHT, BIG TOE,ELBOW, CUT, BURN):

_____

_____

_____

Witnesses or person notified: _____

**PART C: MEDICAL ACTION INFORMATION:**

Treating Medical Facility: _____ Date of Treatment: _____

Physician: _____

Description of Treatment: _____

**After initial treatment, submit this form and Safety will reach out for additional information, including Social Security Information and Birth date for claim filing and management

**ADDITIONAL COMMENTS:**

Be sure to participate in all Root Cause Analysis and Claims management follow-up requirements.

**SUBMITTER INFORMATION:**

Name: _____ Phone: _____ Date: _____

Signature/Digital Signature Submission: _____ **Submit**