# **Accident/Incident Report Form**

Date of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_ AM/PM

Name of injured person:

Address:

Phone Number(s):

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male \_\_\_\_\_\_ Female \_\_\_\_\_\_\_

Who was injured person?(circle one) Student HTIM Employee

Type of injury:

Details of incident:

Injury requires physician/hospital visit? Yes \_\_\_ No \_\_\_\_\_

Name of physician/hospital:

Address:

Physician/hospital phone number:

Signature of injured party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date

\*No medical attention was desired and/or required.

Signature of injured party Date

Return this form to Safety Coordinator within 24 hours of incident.