Employee Report of Injury

The purpose of this report is to prevent similar incidents from occurring. It should be completed and signed by the injured worker.

Incident: □ Near Miss □ Minor Injury □ Minor Illness □ Major Injury □ Major Illness

Incident Date: ___________________________ Time: ___________________________ AM/PM

Injured Employee: ____________________________________________________________

Occupation: ___________________________________________ Months on this job: __________

Incident Description

When did you report the incident and to who?

______________________________________________________________

Did you require medical attention? Yes: ______________ No: ______________

Location of incident (entrance, loading dock, bathroom, etc.) _______________________________

Witness(es)

____________________________________________________________

Describe in detail how the incident occurred and what you were doing when it occurred?

____________________________________________________________

What body part(s) were affected?

____________________________________________________________

What unsafe act(s) or condition(s) contributed to the incident?

____________________________________________________________

What is at least one thing that can be done to prevent this type of incident from recurring?

____________________________________________________________

Employee Signature: ___________________________ Date: ___________________________

This investigation is being conducted pursuant to the advice of counsel in anticipation of potential litigation. All information and recommendations are confidential.

Zenith Insurance Company (Zenith) assists employers in evaluating workplace safety exposures. Surveys and related services may not reveal every hazard, exposure and/or violation of safety practices. Inspections by Zenith do not result in any warranty that the workplace, operations, machinery, appliances or equipment are safe or in compliance with applicable regulations. Any recommendations and related services are not and should not be construed as legal advice or be used as a substitute for legal advice. Employee protection is ultimately the responsibility of the employer. Policy coverage is not contingent upon the provision, efficacy or sufficiency of these services.

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