

Incident / Accident Details and events leading to the incident (use separate sheets if needed)

Property Damage Describe property damage if any

Recommendations (Actions taken or to be taken for prevention of recurrence)

Name & Signature of Supervisor (Date) Name & Signature of DSO (Date)



Head of Department for information and endorsement
 Human Resources Office (Send a copy to HRO if employee is injured)
 Finance Office (Send a copy to FO if insurance claim is needed)

PART II : Endorsement and Comments (if any) by Head of Department

Name and Signature of Head of Department/Unit Date



HSEO

PART III : Comments / Verifications / Additional Recommendations by HSEO



Head of Department/Supervisor/Departmental Safety Officer
for reference and necessary actions.
HSEO for follow up and record.