ECN #:

WJHTC INCIDENT REPORT FORM

1. INCIDENT CLASSIFICATION:

Near Miss: ☐ **Injury/Illness:** ☐ **1st Aid:** ☐ **Environmental (Spill/Release):** ☐

Property Damage: ☐ **Motor Vehicle:** ☐ **Non-Work Related:** ☐

EOSH Program:	**OSHA Recordable:** ☐

Injury/Illness Type:

2. EMPLOYEE NAME and INFORMATION:

Employee Name:

Last:	First:

Employee Type: Contractor ☐ Federal: ☐ Outside Vendor: ☐ Visitor: ☐ Other: ☐

Routing Number:	**Job Title:**
Line of Business:	**Manager:**

3. INCIDENT DESCRIPTION:

Date of Incident:	**Time of Incident:**
Location of Incident:	
Witness:	

(Describe actual incident, any events leading up to it (including behavioral aspects), and possible causes.

1

Investigative Considerations (circle states and errors identified during the investigation)

Behavioral Safety Factors:

CHECK STATES AND ERRORS

Four States	**Critical Errors**
☐ Rushing	☐ Eyes not on Task
☐ Frustration	☐ Mind not on Task
☐ Fatigue	☐ Line-of-Fire
☐ Complacency	☐ Balance Traction Grip

Root Cause

4. CORRECTIVE ACTIONS: (Immediate actions taken)

Preventative Actions/ Incident Investigation Results (Actions Needed to prevent further incidents)

Corrective Action	Assigned to	Date Completed
See Above Notes		

Investigated by:

Employee Name:	
Last:	First:
Job Title:	**Email:**
Date of Investigation:	**Phone Number:**

Notes:

Near Miss — An unplanned, undesired condition/ event that did not result in injury, illness, damage, but had the potential to do so.

Injury — An abnormal condition or disorder including cases such as, but not limited to, a cut, fracture, sprain, or amputation.

Illness - An abnormal condition or disorder including both acute and chronic illness, such as, but not limited to, a skin disease, respiratory disorder, or poisoning

Property Damage — An incident when one or more FAA-owned/leased, or GSA controlled, facilities, systems, equipment, or other personal or real property had been damaged.

Motor Vehicle Incident — A situation when damage occurs to an FAA-owned/leased, or GSA controlled, government motor vehicle, or to privately owned vehicle (POV) used on official FAA business and vehicles driven by FAA personnel under temporary duty (TDY) conditions are considered on-duty.