**Member Incident Investigation Report**

**Purpose**

An incident report is a formal recording of the facts related to an incident. It should be completed as soon as possible after an incident that results in serious injury or illness. It is also used to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*

**Definitions**

Incident - an unplanned event that does not result in injury but may result in property damage or is worthy of recording.

Accident – an unplanned event that causes harm to people or damage to property.

First Aid Only – injuries that can be treated on site.

Near Miss – a situation in which no injury or damage occurred but might have if conditions had been slightly different.

**Procedures**

**Step 1: Member Information (complete this part for each injured member)**

1. Provide member’s full name (first and last name).
2. Check off member’s gender as Male or Female.
3. Identify the center as Titusville, Melbourne, or Micco.
4. Shade all areas of body affected.
5. Check off nature of injury.

**Step 2: Describe the incident**

1. Provide the EXACT location and time of the incident.
2. Specify of part of day as entering or leaving center, doing normal activities, during meal period, during break, or other.
3. Describe, step-by-step the events that led up to the incident, what happened during, and after. Try to communicate WHAT occurred, WHEN it occurred, WHERE it took place, and WHO was involved in a manner. Use 3rd person (avoid pronouns).
	* If more space is needed, continue to the second page.
4. Record number of attachments including how many written witness statements, how many photographs, and how many drawings.
5. Fill in the name of all witnesses or staff present during incident.

**Step 3: Who completed and submitted this form?**

1. Print your FULL name (first and last) and sign.
2. Record the date and time you completed the form.

ALL INCIDENT REPORTS MUST BE SIGNED BY SUPERVISOR AT END OF SHIFT AND BY EXECUTIVE DIRECTOR WITHIN 24 HOURS.

**ADMIN ONLY: Outcome**

Supervisor(s) should use this section to report outcome of incident including next steps needed and any corrective actions.