



Employee Incident Report

Any incident which may have caused harm or damage or which presented an unsafe situation must be reported ASAP.

Staffaid employees who have suffered an injury or industrial exposure, regardless of how minor or if there is any lost work time or first aid must call in immediately on the emergency

905 977-0210.

Employee		Date of	
Phone		Time of	

Work Location Details

Client Contact Name		Phone	
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What happened (step by step)?

Where there any injuries ? Generally describe them.

If medical help or first aid was required describe where and by whom.

Names of any witnesses.

Were there contributing factors equipment, debris, structures, weather etc.?

Ideas to prevent a reoccurrence?

Employee Signature		
Date of Report		
Staffaid Representative		Date Received

Comments