



Kuwait University
Health Sciences Center



INCIDENT REPORT

PART I: PERSON INVOLVED

Name: Supervisor:

Faculty/Department: Occupation:

Occupation options: Staff, Student, Visitor, Other

Incident Location: Incident Date & Time:

Example locations and dates: (e.g. FOD 1-37), (e.g. 20/09/2012), (e.g. 09:20 AM)

- 1. Describe what happened. In your description, include answers to the following:
- What were you doing before the incident occurred?
- What were the conditions of your work area?
- Was that a routine operation? (YES/NO)
- How did you respond?
- Describe any equipment, machinery, or instruments in use at the time of the incident and their potential contribution to the incident.

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- 2. Were you adequately trained prior to engaging in this operation?
3. Was the use of PPE necessary during the given operation?
4. Did you wear your PPE?
5. Are there any specific safety rules which apply to this procedure?
6. Were they followed?
7. Are they adequate?
8. What do you perceive to be the causal factors behind this incident?
- Inadequate management oversight
- Lack of appropriate safety policy
- Proper equipment not used or not supplied
- Inadequate training
- Lack of PPE
- Poor work environment
- Other

9. Was there any property loss or damage?
If YES, explain.
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- 10. Did you sustain any injuries?
11. Were they treated? If YES, attach your medical report.



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**INCIDENT REPORT**

PART II: SUPERVISOR

1. How did you learn about the incident?

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2. What do you perceive to be the causal factors behind this incident?

- Inadequate management oversight
- Lack of appropriate safety policy
- Proper equipment not used or not supplied
- Inadequate training
- Lack of PPE
- Poor work environment
- Other .....

3. What are the immediate corrective actions you have taken?

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4. How do you plan to prevent future recurrence of this incident? What is your expected date of implementation?

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NAME

DATE & SIGNATURE

Person Involved:

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Supervisor:

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**NOTE: COMPLETED REPORT SHOULD BE DELIVERED TO YOUR FACULTY REPRESENTATIVE(S)  
IN THE HSC LABORATORY AND ENVIRONMENTAL SAFETY COMMITTEE.**