

Injury Report

During the afternoon shift on August 7, 2024, at 2:30 PM, your colleague, John Smith, who is a Distillation Technician, was working near the distillation column in the distillation area. While handling a heavy container, he slipped on a wet floor and fell, injuring his ankle. You are the first to respond to the incident. John was provided basic first aid and left work to attend his local medical clinic for further review. Your manager has asked you to complete the injury report on the following page.

Distillery Hazard Report

Employee Details:	
Injured Persons Name:	
Job Title:	
Date of Incident:	
Time of Incident:	
Reporting Persons Name:	
Job Title:	
Injury Details:	
Location of Incident:	
Description of Injury:	
Type of Injury (e.g. sprain, cut, fracture).	
Immediate Actions Taken:	
Cause of Incident:	
Describe the cause of the incident (e.g., wet floor, inadequate footwear etc.)	
Follow-Up Actions	
Was First Aid Administered? Yes/No	
Was emergency medical services called? Yes/No	

Injury Assessment:	
Severity (Low, Medium, High):	
Likelihood of Reoccurrence (Low, Medium, High):	
Recommendations to Prevent Reoccurrence:	
Reported to:	
Supervisor/Safety Officer Name	
Date and time of report:	