



General Services Agency Incident Investigation Employee Report of Injury

Purpose

In alignment with the General Services Agency (GSA) Injury and Illness Prevention Program (IIPP), GSA strives to prevent incidents from happening. However, when incidents take place, GSA prioritizes and follows the practice of implementing prevention measures. In order to accomplish this, GSA conducts thorough incident investigations to identify root cause and implement corrective measures.

This form is to be completed by the injured employee and submitted to their supervisor.

Incident Details		
Employee Name:		Job Title:
Supervisor:		
Have you told your supervisor about this injury? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		
Date of Injury:	Time of Injury:	Work Schedule:
Names of witnesses (if any):		
Location of Incident:		
What were you doing at the time of the incident?		
Describe step by step what led up to the injury:		
List injured body parts (Do not disclose diagnosis):		
Prevention		
How can the agency prevent this type of incident from recurring?		
Your signature:		Date: