

<ol style="list-style-type: none"> 1. Report the incident to Supervisor 2. Complete top portion & submit to Operations secretary at clerical.operations@sd8.bc.ca or fax to 250-354-4255 	
Reported by:	Supervisor name:
Incident Date and Time:	
Incident Location:	
Description of circumstances and sequence of events:	
Other person(s) present:	
Indication of any unsafe conditions, acts or procedures which may have contributed to the incident:	
Immediate corrective action taken:	
Recommended corrective action required or other findings:	
TO BE COMPLETED BY RESPONDER	
Date reported back to originator & supervisor:	
Corrective action taken and resolution of incident:	
Responder Name:	Signature: