



Workplace Incident Report

Incident Information Report: Events or allegations of injury, illness, property damage in facility, workplace violence, threats of violence, verbal abuse, acts of intimidation, privacy (confidentiality) breaches, security, and lost or damaged agency equipment.

Incident Detail

1. Select the type of incident: (Select box that applies)

- Workplace Injury Worker Safety Security/Privacy Agency Equipment
- Property Damage Workplace Violence or Threats of Violence
- Verbal Abuse and Acts of Intimidation Other

2. If you are involved with an incident, notify your direct supervisor right away and complete this form within 24 hours. Submit the form to your direct supervisor, who will forward to the Compliance Manager for Workplace Incident and Safety Committee review.

3. Non-Retaliation Policy, Tempus Unlimited, Inc., will not retaliate against you for coming forward and reporting an incident. It is expected that employees will notify management if any incidents occur.

Date and Time of Report: Date _____, Time _____ AM PM

Reporting Person: _____

Who was involved: (Name all parties and their contact information)

Describe the incident in detail. Did you receive assistance? Did you sustain injuries? Explain all in detail:



To be completed by Management:

What follow-up procedure was performed due to the incident? (Select box that applies)

- Notification to Regulators
- Change in location for future visits
- Discontinued services
- Updates to Policy and Procedures
- Re-education
- Other

Reviewed by: _____ **Date:** _____

Title: _____

Signature: _____

Recommendations: _____

Reviewed by Workplace Incident and Safety Committee:

_____ **Date:** _____

Safety Committee Members in Attendance:

Additional Recommendations:

Name: First _____ **Middle** _____ **Last** _____

Address _____

City _____ **State** _____ **Zip** _____

Forward the report to the Compliance Manger as well as the Program Director if the incident occurred in the Community. All reports will be discussed at the Workplace Incident and Safety Committee Meeting which is held on the first Tuesday of the month when a report is filed.