

Guideline 20

ACCIDENT REPORTING FORM

Name of Parish or Organization _____

Person (s) injured _____

Date of Accident _____

Place of Accident _____

Person Filing Report _____

Position of Person Filing Report _____

Time and Date of Report _____

Description of Accident (Include time, location and names of all the people who were involved or who witnessed the accident)

Action prescribed

Other comments or pertinent information:

(signature of person filing report)

(date)