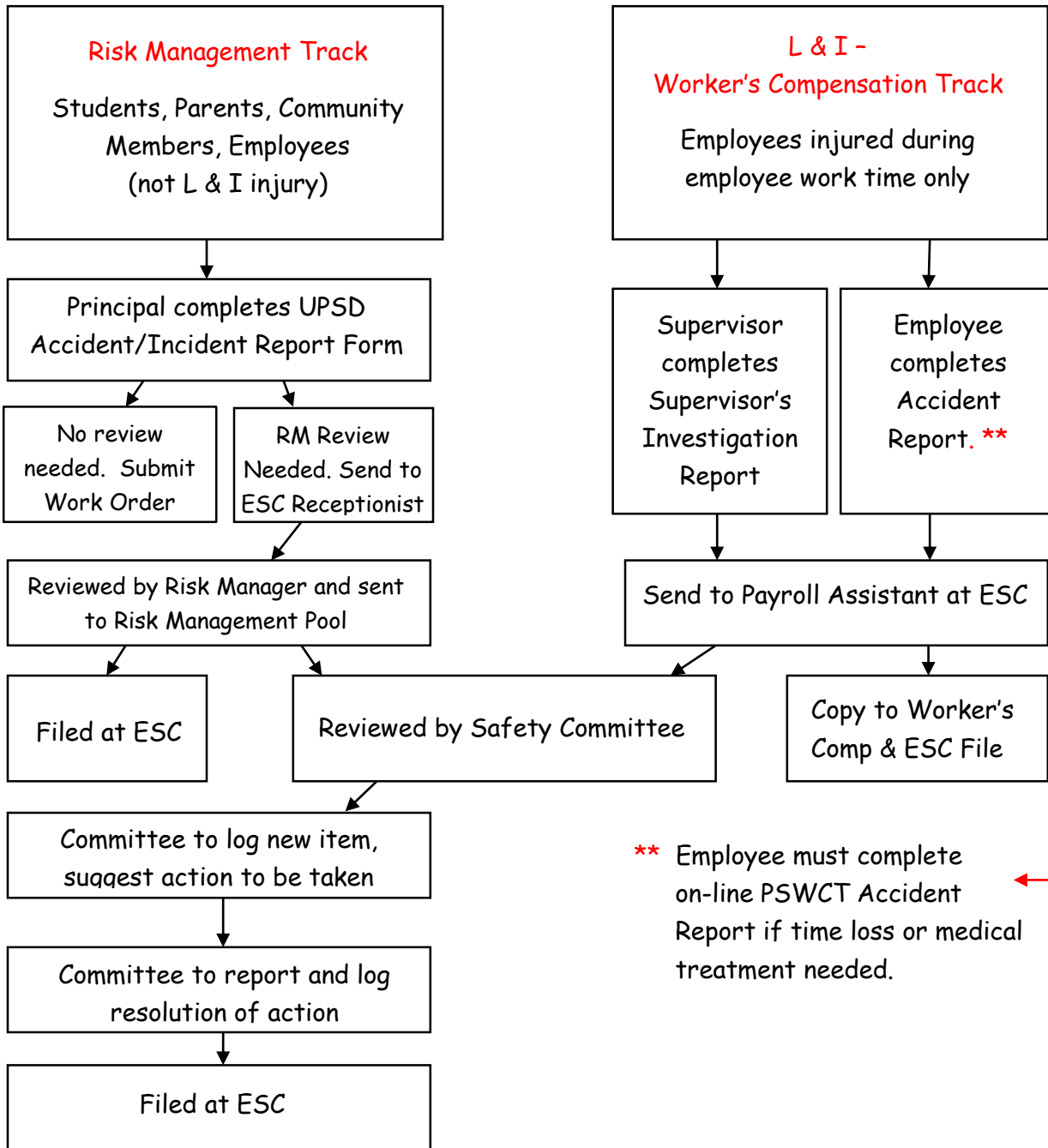


Accident / Incident Reporting



Reminders:

- When filling out reports - facts only, no opinions or admission of fault
- Read carefully what has been written by employee
- Response to "How" on Supervisor Investigation Report very important. Call Director of Business Services for assistance.
- It's okay to say "instructed employee to follow district procedures" or "instructed employee to be more careful." Many accidents happen because of employee carelessness or failure to follow procedures. Please don't assume the district is at fault somehow.