

## Incident Investigation Report for Injuries

Complete this report for all incidents/injuries. (Also complete this report for near-miss incidents.) All claims should be reported immediately to the **Diocesan Claims/Risk Manager at Catholic Mutual Group Branch Office in Madison (Phone: 608-821-4566)**. Please read each question carefully, and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Name of Injured Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Parish or Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If injured party is under 18 years old, list names and address of their parents: \_\_\_\_\_

Names of Witnesses and their complete addresses and phone numbers: \_\_\_\_\_

**Describe the Incident:** (State what the individual was doing and all circumstances leading up to the incident. Try to reconstruct the chain of events leading up to the incident/injury. Be specific.)

Who was involved? \_\_\_\_\_

What took place? \_\_\_\_\_

When did it occur? Date: \_\_\_\_\_ Hour of Incident: \_\_\_\_\_ AM PM

Where did it happen? \_\_\_\_\_

Why did it happen? \_\_\_\_\_

How did it happen? \_\_\_\_\_

**Corrective Action:**

1. In your opinion, was this incident preventable? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If Yes, state why, \_\_\_\_\_
3. What action have you taken or do you propose to take to prevent a similar incident from taking place? \_\_\_\_\_

**Training:** Have you provided any training to prevent this incident? If not, describe training to be conducted? \_\_\_\_\_

**Any first aid or medical attention?** Yes \_\_\_\_\_ No \_\_\_\_\_ What? \_\_\_\_\_

**Incident Investigation conducted by:** (List individuals involved) \_\_\_\_\_

**Follow Up:**

Later observations of Injured Person: \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual in Charge

\_\_\_\_\_  
Date Report Prepared

**THIS FORM IS CONFIDENTIAL AND SHOULD NOT BE RELEASED TO ANYONE BUT ST. AMBROSE FINANCIAL SERVICES, INC., AND CATHOLIC MUTUAL GROUP.**