# Incident "8 Point" Notification E-mail

**Date:**

## INCIDENT INFORMATION:

### *Point 1

**Project Name:**                                    **Project Location:**

### *Point 2                                          ### *Point 3

**Name(s) of Employee(s) involved in Incident:**      **Employee(s) Contact Info:**

### *Point 4

**Employee's Supervisor & Contact Info:**

### *Point 5

**Incident Type:**

| | | |
|---|---|---|
| First Aid | Recordable Injury | Lost Time Injury |
| Property Damage | Near Miss | RECORD ONLY |
| Other/Comments | | |

### *Point 6

**Date and Time of Incident:**                        **Time Incident was reported to Supervisor:**

### *Point 7

**Brief Description of Incident:**

### *Point 8

**Any Immediate Corrective Actions:**