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|  | **Incident No.:** | **#226-902** |

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| **Basic Details of the Incident** | | | |
| Date of Incident: | 02-Jan-2018 | Date of Report: | 03-Jan-2018 |
| Place of Incident: | <Location Details> | | |
| Recorded By: | May White | | |
| Role of Recorder: | HR Representative; IT Division | | |
| Approved By: | <Name> | Date of Approval: | 05-Jan-2018 |

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| **Involved in the Incident** | | | |
| **Name** | **Role** | **Division** | **E-Mail** |
| Yuri Peplis | Helpdesk intern | IT | Ypep@example.com |

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| **Witnessed the Incident** | | | |
| **Name** | **Role** | **Division** | **E-Mail** |
| Vanessa Sullivan | Technical writer | IT | Vsull@example.com |
| Akshat Gandra | Technical Instructor | IT | Agand@example.com |

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| **Incident Details** |
| Yuri was requested by his supervisor (Ben Kashi) to replace the toner in the printer on the second floor of the IT building: Printer #IT-02234. Yuri was trained on how to perform this task when he started his internship, 4 weeks ago. The training included him accompanying Ben when he replaced a toner on a similar printer. While attempting to insert the new toner cartridge, the lid fell out of place causing the entire contents to spill on the floor and a cloud of toner powder to materialize. Yuri inhaled a bit of the powder and was required to visit the Nurse’s station on the premise. The two witnesses who were in the copy room weren’t injured. |

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| **Recommendations** |
| <Add Details> |

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| **Actions Planned as a Result of the Incident** | | | |
| **Sr. No.** | **Action** | **To be Implemented by** | **Due Date** |
| 1 | When an intern is performing a new task, they must always be accompanied by their supervisor who will oversee the action being taken from start to finish. Once the task has performed to the satisfaction of the supervisor, the interns will be allowed to perform it on their own | The HR representatives of each division, as well as the employees who were approved to be supervisors of interns |  |
| 2 | Post a short description card above the printer with the necessary steps of how to replace a toner cartridge | The printer team, in the IT helpdesk department |  |

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| **Actions Approved by** | | | | |
| **Name** | **Signature** | **Role** | **Division** | **E-Mail** |
| Ivana Teale |  | HR VP | Management | ITeale@example.com |