

# Community Living St. Marys and Area Incident/Accident/Injury Report

If this constitutes a serious occurrence, please contact the pager (519-430-7992) and complete a Serious Occurrence form

In writing this report, please keep in mind the following principles:

- Make observations, not judgements (don't draw conclusions, record the facts not your "impressions")
- Be specific, using simple, clear language.
- Be respectful of the person you are writing about.
- Be honest.

Name(s) of person being supported: \_\_\_\_\_

Name(s) of staff involved: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Where exactly did the incident/accident/injury happen? \_\_\_\_\_

Describe in detail what happened, including anything that happened leading up to the incident: \_\_\_\_\_

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What was the staff response to the incident:

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Was there any injury and what was the treatment:

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Suggestions for follow-up:

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*Signature of Staff involved*

Distribution: Team Leader  
Manager of Support Services - Joint Health and Safety Committee   
Executive Director  
Family (where applicable)

September 2008