

INTER-COMPANY MEMO



DATE: October 15, 1992

TO: Distribution

FROM: W. W. Tyler WJ

SUBJECT: Incident Report and Investigation Forms

Attached you will find the new Incident Report and Investigation forms. The Incident Report form and Investigation form are consecutively numbered and each Incident Report form corresponds to an Investigation form.

You should complete the "Supervisor's Immediate Report" form upon notification of an incident. The corresponding investigation sheet must be completed within 48 hours of the incident. Safety and Health department personnel will be available to assist you investigate an incident. Call me if you have questions on these forms or would like assistance.

WWT/krk
Attachment
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