

UCF EHS Property Incident Report Form

Use this form to report Incident not involving person or persons. (Accident involving injuries or near miss to personnel should be reported on the Accident / Near Miss Form). This incident form is used to report damage to facilities and other University properties. This report should be completed within 24 hours after the event as long as EHS is notified immediately. Submit completed forms to the EHS Accident Prevention Coordinator.

SECTION I: INITIATOR INFORMATION		
Name of person filling out this report:	Job Title:	Phone Number:
I am reporting a (n): <input type="radio"/> Incident <input type="radio"/> Near Miss.	Date of report:	
Was UCF PD Notified? <input type="radio"/> Yes <input type="radio"/> No	Time report was made:	
Have you told your supervisor about this incident? <input type="radio"/> Yes <input type="radio"/> No	Have you informed EHS or WCC as soon as the incident happen? <input type="radio"/> Yes <input type="radio"/> No	
SECTION II: INFORMATION ABOUT THE INCIDENT		
Date of the incident /near miss:	Time of the incident / near miss:	
Location of Incident:		
Description of Incident (What happened, how it happened, factors leading to event, etc.) Be as specific as possible (attached additional sheets if necessary)		
SECTION III: ADDITIONAL SUPPORTING INFORMATION ABOUT THE INCIDENT		
Were there any witness to the incident? <input type="radio"/> Yes <input type="radio"/> No		
Witness 1:	Witness 2:	
Witness 3:	Witness 4:	
Attachments1:	Attachments2:	

SECTION IV: FOR ENVIRONMENTAL			
Immediate Response Actions Taken:		Exact time:	
Nature of Environmental Incident: <input type="checkbox"/> Acid Sulfate Soils Disturbance <input type="checkbox"/> Chemical / Herbicide Use <input type="checkbox"/> Nuisance <input type="checkbox"/> Cultural Heritage Disturbance <input type="checkbox"/> Hazardous materials release / contamination <input type="checkbox"/> Spill <input type="checkbox"/> Waste <input type="checkbox"/> Vegetation Disturbance / Damage <input type="checkbox"/> Water Pollution / Contamination <input type="checkbox"/> Wildlife Disturbance / Injury <input type="checkbox"/> Other			
Material Spilled:		Quantity Spilled:	Affected Area:
Surface Type: <input type="checkbox"/> Asphalt / Bitumen <input type="checkbox"/> Concrete <input type="checkbox"/> Grass <input type="checkbox"/> Gravel <input type="checkbox"/> Pavers <input type="checkbox"/> Sand <input type="checkbox"/> Soil <input type="checkbox"/> Others			
What part of employee's workday? <input type="radio"/> Entering or leaving work <input type="radio"/> Doing normal work activities <input type="radio"/> During break <input type="radio"/> During meal period <input type="radio"/> Working overtime <input type="radio"/> Other			
Did the spill go into a waterway <input type="radio"/> Yes <input type="radio"/> No		Time Spent Assisting Clean-Up	
SECTION IV: FOR OFFICIAL USE ONLY (EH&S)			
Corrective Action Category: <input type="checkbox"/> Fundamental <input type="checkbox"/> Symptomatic <input type="checkbox"/> Accommodational <input type="checkbox"/> Political-ceremonial			
Corrective Action Event: <input type="checkbox"/> Immediate <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> On- Going			
Corrective Action Status: <input type="checkbox"/> Awaiting Assignment <input type="checkbox"/> In Work <input type="checkbox"/> Awaiting Support <input type="checkbox"/> Awaiting Parts <input type="checkbox"/> Completed			
Assigned to:		Due Date:	
DATE	ACTION TAKEN	BY WHOM	
WHO COMPLETED AND REVIEWED THIS FORM? (PLEASE PRINT)			
Completed by:		Title:	Department:
Date:			
Names of investigation team members:			
Reviewed by:		Title:	Department:
Date:			
Closed Date:			
Attach File:			

NOTE: Management recognizes that there are four types of corrective actions classified by their effect on the issue:

1. **Fundamental** corrective actions that drive to the heart of an issue
2. **Symptomatic** corrective actions that fix the effects of an issue
3. **Accommodational** corrective actions that allow living with the issue, and,
4. **Political/ceremonial** corrective actions that are necessary to serve certain needs of certain stakeholders, but have no effect on the issue.