



CITY OF PALMER
HUMAN RESOURCES DEPARTMENT

INCIDENT INVESTIGATION REPORT
To be completed by Department Director or Designee

INVESTIGATION DETAILS:

DATE OF INVESTIGATION: _____ TIME OF INVESTIGATION: _____

NAME OF INVESTIGATOR: _____

INCIDENT DETAILS:

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION INCIDENT OCCURRED: _____

TYPE OF INCIDENT: INJURY ILLNESS/EXPOSURE AUTO ACCIDENT

INDIVIDUAL(S) INJURED: EMPLOYEE MEMBER OF THE PUBLIC

CONTACT INFORMATION FOR MEMBER OF THE PUBLIC: _____

(USE ADDITIONAL PAPER IF NEEDED)

POLICE REPORT FILED: YES NO

REPORT NUMBER/RESPONDING DEPARTMENT _____

FOR EMPLOYEES – DID THE INCIDENT REQUIRING DRUG OR ALCOHOL POST INCIDENT TESTING: YES NO

CONTACT HUMAN RESOURCES IMMEDIATELY TO SCHEDULE TESTING IF NEEDED AT (907) 982-4533

Palmer Personnel Regulations 4.120.110 Post-accident testing.

As soon as practicable following a motor vehicle accident involving a city vehicle, the city shall test the employee for alcohol and controlled substances if:

- A. The accident involved the loss of human life; or*
- B. A citation is issued under state or local law for a moving traffic violation arising from the accident; or*
- C. The accident involved:

 - 1. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or*
 - 2. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. (Ord. 12-001 § 3, 2013)**

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DESCRIPTION OF INCIDENT:

Briefly describe the sequence of events leading up to and including the incident, and any resulting injury and/or damage. Include UNSAFE CONDITIONS, ACTS, OR PROCEDURES THAT SIGNIFICANTLY CONTRIBUTED TO THE INCIDENT

CORRECTIVE ACTIONS IDENTIFIED AND TAKEN OR ASSIGNED TO PREVENT RECURRANCE OF SIMILAR INCIDENT:

1)

2)

3)

4)

WORKER COMPENSATION **EMPLOYER** FORM COMPLETED: Yes No

INCIDENT INVESTIGATOR (*SUPERVISOR OR DESIGNEE*)

Signature

Printed

Date