

Incident Investigation Report for Injuries

Complete this report for all incidents/injuries. (Also complete this report for near-miss incidents.) All claims should be reported immediately to the **Diocesan Claims/Risk Manager from Catholic Mutual Group Branch Office in La Crosse (Phone: 608-519-9890)**. Please read each question carefully and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Name of Injured Person: _____ Phone: _____

Complete Address: _____

Parish or Institution: _____ Phone: _____

Street Address: _____ City/Location: _____

If injured party is under 18 years old, list names and address of their parents:

Names of Witnesses and their complete addresses and phone numbers:

Describe the Incident: (State what the individual was doing and all circumstances leading up to the incident. Try to reconstruct the chain of events leading up to the incident/injury. Be specific.)

Who was involved? _____

What took place? _____

When did it occur? Date: _____ Hour of incident: _____ AM PM

Where did it happen? _____

Why did it happen? _____

How did it happen? _____

Corrective Action:

1. In your opinion, was this incident preventable? Yes No

2. If yes, state why. _____

3. What action have you taken or do you propose to take to prevent a similar incident from taking place? _____

Training: Have you provided any training to prevent this incident? If not, describe training to be conducted.

Any first aid or medical attention? Yes No What? _____

Incident Investigation conducted by: (List individuals involved.) _____

Follow Up:

Later observations of Injured Person: _____

Signature of Individual in Charge

Date Report Prepared

THIS FORM IS CONFIDENTIAL AND SHOULD NOT BE RELEASED TO ANYONE BUT THE DIOCESE OF LA CROSSE AND CATHOLIC MUTUAL GROUP.

Please complete and send to: Catholic Mutual Group Attn: Ben Burrow
3710 East Avenue S, La Crosse, WI 54601
Phone 608-519.9890, Ext 2400 and Fax: 608-287-9802 bburrow@catholicmutual.org