SAFETY INCIDENT REPORT

A safety incident is any occurrence that involves a student’s physical or emotional safety in the course of conducting his/her duties and responsibilities as a field practicum student. These incidents need to be reported immediately to the Field Instructor, Faculty Field Liaison, and Director of Field Instruction.

Following are the procedures and the form that needs to be completed (two copies) and given to the Field Instructor, the Faculty Field Liaison, and the Director of Field Instruction. The Faculty Field Liaison is responsible for delivering the report to the Director of Field Instruction. The student or Field Instructor must advise the Office of Field Instruction, either in person or by phone, immediately after a safety incident has occurred. However, this is not a substitute for completing the incident report.

The Director of Field Instruction shall take appropriate steps to interview the student, provide him/her with appropriate support and/or other interventions as needed.

The Director of Field Instruction shall notify the appropriate personnel of the incident and forward a copy of the report along with a written report of any additional action that has been taken.
SAFETY INCIDENT REPORT

Reported by: ______________________________ Date: ______________

Student’s Name: ___________________________ Phone: __________________

Date/Time Incident Occurred: ______________________________

Location/Place: ____________________________________________

Name of Agency: ______________________________________________

Address of Agency: ___________________________________________

Field Instructor: ______________________________________________

Faculty Field Liaison: _________________________________________
DETAILS OF INCIDENT: Please describe in detail what occurred. Include the names and phone numbers of any witnesses or persons involved. Also include what happened in detail, where it occurred, any precipitating events or reasons why you think it may have occurred, and what actions, if any, were taken as a result of the incident. Be sure to include when any action was taken and by whom. Use an extra sheet for additional information.

To be completed by the Field Instruction Office:

Received by: ____________________________

Date and time received: ____________________________

Reported to: ____________________________

Conference with student completed (give date): ____________________________

Outcome and plan: ____________________________

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