



# The University of Texas at Tyler Incident Report Form

Potential hazards, incidents, or near misses that have not resulted in any personal injury or property damage. Unsafe conditions, unsafe work habits, improper use of equipment, use of malfunctioning equipment, or unexpected reactions are examples of potential unsafe conditions. It is everyone's responsibility to report and correct these potential hazards immediately. Please complete this form as a means to report a potential unsafe situation and help prevent future incidents at the University of Texas at Tyler.

|   |  |                |                   |
|---|--|----------------|-------------------|
| Department:   | Facility:  | Room/Location: | Date of Incident: |
| Time of Incident:<br><input type="checkbox"/> am <input type="checkbox"/> pm  | Designation:<br><input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other:   |                |                   |
| Check all appropriate conditions:<br><input type="checkbox"/> Near miss<br><input type="checkbox"/> Safety concern<br><input type="checkbox"/> Safety suggestion<br><input type="checkbox"/> Other: | Type of concern:<br><input type="checkbox"/> Unsafe act<br><input type="checkbox"/> Unsafe condition<br><input type="checkbox"/> Unsafe equipment<br><input type="checkbox"/> Unsafe use of equipment<br><input type="checkbox"/> Other: |                |                   |
| Thoroughly describe the potential incident/hazard/concern (possible effects, etc):  |  |                |                   |
| Name:   |  |                | Date Reported:    |
| Contact Information:  |  |                |                   |

Submit Form to Environmental Health and Safety at [safety@uttyler.edu](mailto:safety@uttyler.edu)  
For questions or situations deemed immediately dangerous to life or health, call EH&S at 903-566-7011.  
After normal business hours, call University Police at 903-566-7300.