



# Incident "8 Point" Notification E-mail

Date:

## INCIDENT INFORMATION:

### \*Point 1

Project Name:

Project Location:

### \*Point 2

Name(s) of Employee(s) involved in Incident:

### \*Point 3

Employee(s) Contact Info:

### \*Point 4

Employee's Supervisor & Contact Info:

IS THE EMPLOYER:    TREMCO SALES    WTI GS    WTI GC  
ROOFTEC    OUTSIDE SUB-CONTRACTOR  
OTHER (please explain):

### \*Point 5

Incident Type:

First Aid                      Recordable Injury                      Lost Time Injury  
Property Damage              Near Miss                      RECORD ONLY  
Other/Comments

### \*Point 6

Date and Time of Incident:

Time Incident was reported to Supervisor:

### \*Point 7

Brief Description of Incident:

### \*Point 8

Any Immediate Corrective Actions: