

UYBA Incident Report Form

Instructions:

1. Complete form at the time or shortly after the incident. Whichever is most practicable.
2. Be detailed in describing the incident. Use names, dates, times, and refer to previous incidents if necessary
3. Make sure the report is also summarized in an e-mail to the UYBA President immediately following the incident at president@uyba.ca
4. Time is of the essence when resolving a conflict. Ensure that the client is kept up to date with the progress in a timely manner.
5. Once the incident has been deemed resolved, it must be filed with the UYBA Secretary.

Incident Report Form

Persons Directly Involved	
Name:	Phone:
Name:	Phone:
Name:	Phone:
Name:	Phone:

Witnesses To Incident	
Name:	Phone:
Name:	Phone:
Name:	Phone:

Have Witnesses write a statement of their account of the incident on the Witness Statement Form below and attach to the incident form.

Complaint Information	
Incident Date:	Reporting Person:

Details:

Initial Corrective Action:

Suspected Cause:

Corrective Action Person(s) Involved:

Corrective Action Follow-up/Resolution:

What steps should be considered to avoid a repeat of the problem:

Name of UYBA Member Resolving/Closing Incident

