

Report Writing 101

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Report Writing Tips

- A report is meant to be INFORMATIVE! Remove opinions, conclusions, guesses, etc.
- Remember the 5 basic reporting questions; WHO, WHAT, WHEN, WHERE and HOW
- WHY will be addressed during the investigation phase.
- Think of a report as painting a picture with information! Assume the person receiving the report has NO information regarding the event.

The 5 Reporting Questions...

- ▶ WHO - Who was involved? What is their name and role / function in the company or as it pertains to the incident?
- ▶ WHAT - Simply put, what happened? Be precise and factual. It may be necessary to include what happened leading up to and following the incident.
- ▶ WHEN - Date and time of the incident as well as events before and after the incident (i.e. - notifying supervisor, time to medical, time tow truck arrived, etc.)
- ▶ WHERE - Specific location of the incident. Provide as much detail as possible. What level? Street address? Cross street?
- ▶ HOW - What were the specific events that led up to the incident? Remember, do not include speculation, guesses, hearsay, etc. Facts only!

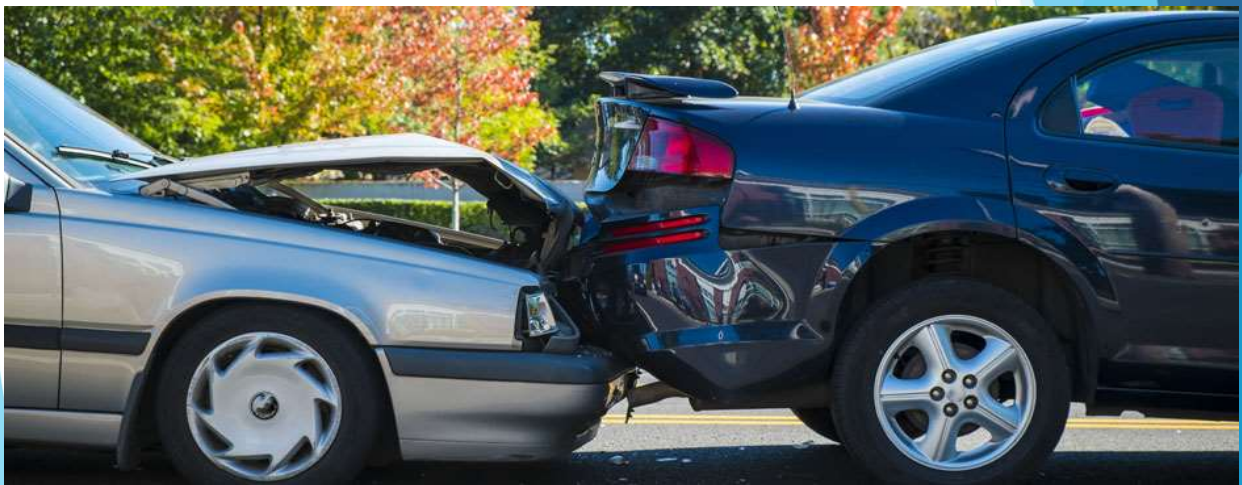
Narrative Tips

- ▶ Do not use terms like; I, we, they, he or she. Utilize third person when describing yourself. Use descriptive terms for other involved parties (i.e. - Employee Smith, Non-Employee Jones, The EMSI Site Safety Coordinator, EMSI Site Supervision, Client Safety Representatives, etc.)
- ▶ Familiarize yourself with and use “non-shocking terms”. Rather than saying the cars “smashed into each other”, use “two vehicles made contact resulting in moderate damage”.
- ▶ Supporting documentation, you can NEVER have enough! Employee statement, witness statements, police reports, insurance information, PICTURES PICTURES PICTURES!
- ▶ Post incident drug & alcohol screen may be required if it is believed the employee may have been intoxicated at the time of the incident.

Practical Exercise #1

- ▶ Using your company incident reporting program, create an incident event report for the following scenario. Utilize what you can gather from the photo and included information.
- ▶ A sample narrative is available on the slide following the photo.
- ▶ When complete, submit your report and review with your team.

- Event occurred at 8:45 AM on Thursday April 21st, 2016.
- Employee Smith was operating the dark vehicle, non-employee Jones was operating the gray vehicle.
- Non employee Jones was stopped at traffic signal.



Incident Narrative

- ▶ At approximately 8:45 AM, Company employee Smith had stopped at the traffic light at the North East corner of Baytown Road and Texas Street. For reasons currently unknown, Employee Smith unwittingly moved gears from drive to reverse. Upon the traffic light turning green, Employee Smith pushed the gas pedal and moved in reverse, causing company vehicle 14-11111 to contact a gray sedan, operated by Non-Employee Jones. Non-Employee Jones' insurance information is provided below. A police report will be available in seven business days. Employee Smith notified his immediate supervisor, Supervisor Garth. Employee Smith was taken by Company Safety Representative Boreman for a post incident drug and alcohol screening. Results were negative. Company vehicle 14-11111 was towed to Super Towing and Car Storage. A statement from Employee Smith, Non-Employee Jones and two witnesses are attached. An investigation is ongoing.

Practical Exercise #2

- ▶ Using your company incident reporting program, create an incident event report for the following scenario. Utilize what info you can gather using only the photo.
- ▶ This exercise is meant to test your scene describing capability. Don't overthink it!
- ▶ When complete, submit your report and review with your team.



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