

# WINTHROP CREATORS SPACE ACCIDENT/ INCIDENT REPORT

Time and Date of Accident/ Incident:

Location:

List any and all individuals involved including contact information and classification (student, faculty, etc):

Describe the accident/ incident. List any and all injuries. List any tools or equipment involved and damaged. Describe the damage:

Action taken:

Signed:

Date:

Signature of Studio Monitor/Faculty:

Date:

Signature of Manager or Dean:

Date: