

3. Manager's General Liability Incident Investigation Summary Form

Incident Location, Date and Time

(Street Address of Incident)

(City)

(State)

(Zip Code)

(Time of Incident)

(Date of Incident)

Company Representatives Witnessing or Responding to Incident

(Company Representative Name)

(Street Address)

(City)

(State)

(Zip Code)

(Phone Number)

(Email)

Did they observe the incident? Yes
 No

Their purpose for being at the Location

Describe affiliation to involved parties, if any.

(or attach Witness Statements, if collected)

Involved Parties

(Involved Party Name or Description)

(Street Address)

(City) (State) (Zip Code)

(Email) (Phone Number)

(Age and Marital Status) **Were they injured or was their property damaged?** Yes No
Are they likely to file legal action or claim against company? Yes No

Their purpose for being at the location

(or attach Claimant Statements, if collected)

Witnesses

(Witness Name or Description)

(Street Address)

(City) (State) (Zip Code)

(Phone Number) (Email)

Did the witness observe the incident? Yes No

Their purpose for being at the Location

Describe affiliation to involved parties, if any.

(or attach Witness Statements, if collected)

Describe Incident and Resulting Injury or Property Damage (if any)

Name of Emergency Responders and/or Treating Medical Professional, Clinic, or Hospital

--

Most Plausible Causal Factors for Incident

--

Evidence Secured

Item #	Description:	Evidence Chain of Custody Form Completed?
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No

(Manager Signature)

(Date)

(Print Name)

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.

© 2013 Liberty Mutual Insurance. All rights reserved.

