

Accident Report

事故报告

Name: Age: Clock No.:

姓名: 年龄: 考勤卡号:

Department: Position:

部门: 职务:

Date of Accident: Time of Accident:

事故发生日期: 事故发生时间:

Area in which Accident occurred:

事故发生区域:

What was the Employee doing at time of accident?

事故发生时, 该员工正在做什么?

Nature of Accident?

事故性质?

.....

Witnesses

目击者

.....

Action Taken

所采取措施

.....

.....

Signature Department Head

Signature Personnel Manager

部门主管签名

人事部经理签名

cc. Hotel Nurse (where applicable)

抄送 酒店安全主管 (若有)

Personnel Manager

人事部经理

Department Head

部门主管

General Manager

总经理