

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

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Signature Department Head

部门主管签名

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

Signature Personnel Manager

人事部经理签名