

Employee Incident Report		PANDORA	
Personal Information			
Name of Affected Employee			
Supervisor's Name			
Date of Birth:			
Date of Hire:			
Job Title:			
FT/PT			
Injury Details			
Date of Injury:			
Time of Injury:			
Location:			
Date Reported to Supervisor:			
Injury Details - Additional			
Type of Injury and Body Part			
Witness to Incident:			
Describe in detail what the employee was doing just before the time of the incident occurred:			
How did the injury happen?			
What equipment or objects were involved in this incident?			
Days of work missed due to injury:			
Basic Causes(S) - unsafe acts or unsafe conditions - contributing causes:			
Ambulance was called			
Police or Fire Department called			
Declined Medical Attention			
Mall Security was called			
If so, did mall security create a report?			
Was employee treated in an emergency room?			
Was employee hospitalized?			
Question: Explain in detail what actions could be taken to correct the unsafe act or condition:			
Answer:			
Question: Who is responsible for implementing the corrective action and when is the anticipated action to be accomplished?			
Answer:			
How to Submit a Claim: Please contact AXA within 24 hours of the incident if medical attention is needed.			
Please ensure employee incident report is filled out correct with supervisor name/signature and employee name/signature.			
Contact:	AXA		
Contact Phone	866-902-5023		
Contact Phone	9954AXAXLmidmarket@Sedgwick.com		
Email	GWR7479705		
Website for online submission:	https://intake.sedgwick.com/u/AXAXLMidMarket/intake		
Confirmation of Report Review			
Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible. This form does NOT constitute approval of information contained herein. Confirms receipt of information only.			
Supervisor Name			
Supervisor Signature			
Employee Name			
Employee Signature			
Date			
Please note electronic signature above is okay. Do not print, sign, and scan back. All employee incident reports should be saved via excel.			