**Sample Illness/Injury Reporting Record**

*Pleasant Valley Farm*

**Name of farm:**

**Please see the food safety plan for overall illness/injury reporting procedures.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Name of employee** | **Injury/Illness reported** | **Action taken (ice applied,**  **bandaged, sent to hospital, etc.)** | **Did employee**  **return to work?**  **(Yes or No)** | **Initials** |
| *7/20/13* | *3:02 PM* | *Maria Gonzales* | *Cut finger while harvesting cabbage.* | *Cleaned wound, applied antiseptic, applied a bandage and gave her disposable gloves to wear over the bandage.* | *Yes* | *EAB* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Reviewed by:** **Title:** **Date:**

**Confidential Record**