**Sample Illness/Injury Reporting Record**

*Pleasant Valley Farm*

**Name of farm:**

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

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| --- | --- | --- | --- | --- | --- | --- |
| **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* |
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**Reviewed by:** **Title:** **Date:**

 **Confidential Record**