

**INSTRUCTIONS**

Every injury, near-miss, or accident occurring during production work hours, including rehearsals, shall be documented with a submission of this report to the Production Manager. Any such incident which warrants hospitalization, emergency room service, or MERT intervention must be submitted to the Artistic Director of the UR International Theatre Program, no later than a week after the date of the incident. This report should be signed by both the Supervisor at the time and by the injured party.

<b>Name of Injured:</b>		
<b>Date of Birth:</b>		
<b>Telephone Number:</b>		
<b>Date of Injury:</b>		
<b>Time of Injury:</b>		AM                      PM
<b>Injured party is a:</b> <i>(indicate one)</i>	STUDENT	FACULTY / STAFF
		GUEST / VISITING ARTIST
<b>Class, Lab, or Production:</b> <i>in which the injury took place</i>		
<b>Supervisor:</b> <i>at the time of injury</i>		
<b>Description/Nature of Injury:</b>		
<b>What steps were taken after the injury occurred? Provide names, if possible.</b>		
<b>Additional Comments by injured party:</b>		

<b>Supervisor (non-student)</b>			
Signature:		Date:	
<b>Injured Party</b>			
Signature:		Date:	