Appendix I
First Aid Injury Log

Instructions: It is B&B policy that employees must report all injuries no matter how minor. Use this log to report minor injuries such as cuts and scrapes. Use this log even if you do not use any first aid supplies. If the injury is serious or you need to visit a doctor, you must contact Roy Bishop (enter phone #) immediately.

Date	Injured Person's Name	Where did it happen? E.g.: "Customer location while climbing truck step"	Injury Description E.g.: "metal splinter under fingernail"	What first aid supplies were used? E.g.: "band aid"