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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Incident Date** | **Type of Incident**  (Accident, Event, Near Miss) | **One Line Description** | **Was Anyone Injured?** | **Worksite Type** | **Cotecna People Concerned**  (Name, Position, Involvement - Witness, Victim, Involved) | **Job Function** | **Subcontractors Concerned**  (Name, Position, Involvement – Witness, Victim, Involved) | **Third Party People Concerned**  (Name, Position, Involvement – Witness, Victim, Involved) | **Immediate Action Taken** | **Root Cause Analysis** |
| {Incident Date} | {Type of Incident} | {Brief information about the incident} | {Was Anyone Injured?} | {Worksite Type} | {Name (Cotecna)}  {Position (Cotecna)}  {Involvement (Cotecna)} | {Job Function} | {Name (Subcontractor)}  {Position (Subcontractor)}  {Involvement (Subcontractor)} | {Name (Third-Party People)}  {Position (Third-Party People)}  {Involvement (Third-Party People} | {Immediate Action Taken} | {Root Cause Analysis} |