**Bargaining Unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Unit/Area/Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **Date of Occurrence**  **(mm/dd/yy)** | **Time**  **& Shift** | **Issues**  **(Point Form)** | **Management**  **Comments**  **(Date of response)** | **Employee(s) Recommendations** | **Union Recommendations** | **CNO & Other Standards/**  **Legislation/etc at risk or not met** | **Resolved**  **(Yes/No) &**  **Ongoing or Isolated Incident (O/I)** |
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