



GENERAL INCIDENT REPORTS Procedure Guide

Name of Procedure	Reporting of General Incidents
Applicable Parties	All City of Oxnard Employees
Effective Date	July 1, 2023
Description	This procedure guide outlines steps for city employees to submit General Incident Reports. If injuries occur, contact: George Hills Company immediately Email: Oxnardclaims@georgehills.com . 24 Hour emergency line: (855) 442-2357
Procedure	<ol style="list-style-type: none"> 1) Click here to download the GENERAL INCIDENT REPORTING FORM 2) Fill out all the appropriate sections and answer as many questions as you can. 3) Use the diagram section to add any additional details that may be necessary. 4) Once complete upload the form using this GOOGLE FORM 5) If you have any questions contact Safety@Oxnard.org