

IDEAL READY MIX COMPANY, INC.

P.O. Box 416 • 3902 W. Mt. Pleasant Street • West Burlington, IA 52655
319-754-4747 • Fax 319-754-4872



BEHAVIOR / INCIDENT DOCUMENTATION FORM

Plant Number / Location: _____

Location of Incident: _____

Employee Name: _____

Date of Observation: _____

Observations Recorded By: _____

Additional Witness(es): _____

Length of Time Observed: _____

Description of Behavior / Incident: _____

Did Employee Refuse a Medical Examination? _____

Did Employee Leave Workplace On Their Own? _____

Circumstances of Employee's Departure: _____

Time of Employee's Departure: _____

Vehicle (if any): _____ License Plate #: _____

Authorities Notified? YES NO _____ Time: _____

Name of Authority Notified: _____

Other Person(s) Observing Departure: _____

Additional Comments or Information (continue on back if necessary):

Print Manager's Name

Manager's Signature

Date

Print Witness' Name

Witness' Signature

Date

Area Offices

Chariton
641-774-2242

Ottumwa
641-683-3131

Fairfield
641-472-5200

Burlington
319-753-5426

Ft. Madison
319-372-4183