Take a free trial at[**Safetymint.com**](https://www.safetymint.com/digital-incident-report.htm)

Powered by:

**Workplace Incident Report Form**

|  |
| --- |
| **INCIDENT DETAILS** |
| Date and time of the incident | **:** |  |
| Location of the incident | **:** |  |
| Describe the incident | **:** |  |
|  |  |  |
| Details of the witnesses, if any | **:** |  |
|  |  |  |

|  |
| --- |
| **INCIDENT CATEGORY** |
| Select the appropriate category for the incident: |
|  |  |
| [ ]  | Safety |
| [ ]  | Health |
| [ ]  | Security |
| [ ]  | Environmental |
| [ ]  | Property Damage |
| [ ]  | Other (specify**) :** |  |

|  |
| --- |
| **PERSON(S) INVOLVED** |
| Name(s) of the person(s) directly involved in the incident | **:** |  |
|  |  |  |
|  |  |  |
| Job title(s) of the person(s) involved | **:** |  |
|  |  |  |
| Describe the nature and extent of the injuries, if any | **:** |  |
|  |  |  |
| Describe the treatments provided, if any | **:** |  |
|  |  |  |

|  |
| --- |
| **INCIDENT DESCRIPTION** |
| Provide a detailed description of the incident, including how it occurred and any contributing factors | **:** |  |
|  |  |

|  |
| --- |
| **IMMEDIATE ACTIONS TAKEN** |
| Describe the immediate actions taken to address the incident and mitigate any further risks or damages | **:** |  |
|  |  |

|  |
| --- |
| **FOLLOW-UP ACTIONS** |
| Outline any follow-up actions or investigations that will be conducted as a result of the incident | **:** |  |
|  |  |

|  |
| --- |
| **PREVENTIVE MEASURES** |
| What preventive measures can be implemented to avoid similar incidents in the future? | **:** |  |
|  |  |

|  |
| --- |
| **ADDITIONAL COMMENTS** |
| Is there any additional information or comments you would like to include? | **:** |  |
|  |  |

|  |
| --- |
| **REPORT FILTER** |
| Name | **:** |  |
| Job Title / Role | **:** |  |
| Contact Details | **:** |  |

Digitize your incident report through Safetymint

Get started with a free trial at [www.safetymint.com](https://www.safetymint.com/digital-incident-report.htm)

Template provided by: