



Incident Report Template

Complete

| | | | | | |
|-------|----|---------------|---|---------|---|
| Score | 0% | Flagged items | 0 | Actions | 0 |
|-------|----|---------------|---|---------|---|

Site conducted

Unanswered

Job

Conducted on

Prepared by

Location

Audit

0%

NOTE:

This general template can be used for all incidents, however it is important to check with your state regulatory body requirements and/or Insurer as to the legal reporting requirements. You can modify this template to suit your workplace needs.

Incident Details

0%

Enter job description

Date and time of incident

What was the Incident/ Near Miss?

Were there any injuries?

Was there any damage to property or plant?

What caused the incident?

Take photo of surrounding environment including any annotations

What actions will be taken to eliminate future repeats of the incident?

Management comments

Sign Off

Signed off by supervisor when corrective actions have been adopted and monitored

Supervisor sign off
