

Workplace Hazard/Accident Incident Report

1. Basic Information

Date of Incident

Time of Incident

Location

e.g., Warehouse A, Loading Dock

2. Persons Involved

Name(s)

Department/Job Title

3. Description of Incident

Describe what happened

Provide a detailed account of the incident

Hazard Involved (if applicable)

e.g., Wet floor, faulty equipment

4. Consequences

Was anyone injured?

Select

If yes, describe injuries

5. Immediate Actions Taken

Describe actions taken immediately following the incident

6. Witnesses

Name(s) and contact information of any witnesses

7. Reported By

Name

Report Date

Important Notes:

- Complete all sections of this report as soon as possible after the incident occurs.
- Provide accurate and detailed information for effective investigation and follow-up.
- Do not assign blame; focus on facts and observations.
- This report may be used for legal or compliance purposes—ensure all information is truthful.
- Submit this report to your supervisor or safety officer without delay.