

Incident Description Template

1. Reported By:

Full Name, Position, Department

2. Date & Time of Incident:

YYYY-MM-DD HH:MM (24hr)

3. Location of Incident:

Specific location, site, or area

4. Persons Involved:

List all persons involved, including witnesses, with contact details if known

5. Detailed Description of Incident:

Describe in detail what happened, how it occurred, sequence of events, and any actions taken immediately after the incident.

6. Immediate Causes (if identified):

Equipment failure, human error, environmental factors, etc.

7. Contributing Factors / Root Causes:

Lack of training, unsafe conditions, procedure not followed, etc.

8. Injuries/Damages Incurred:

Describe any injuries, damages, or losses. Attach supporting documentation if available.

9. Corrective Actions Recommended:

Detail actions to prevent recurrence; who is responsible and the timeline.

Important Notes:

- Ensure all facts reported are accurate and objective.
- Do not leave any section incomplete; provide as much detail as possible.
- Use clear, concise language and avoid ambiguous terminology.
- Confidentiality should be maintained throughout the investigation and reporting process.
- Attach photos, diagrams, or other evidence separately if relevant.