

Workplace Security Incident Report

General Information

Date of Incident

Date Reported

Location of Incident

E.g., Main entrance, 3rd floor office

Personnel Involved

Reported By

Full Name

Employee ID / Department

E.g., 123456 / IT Dept.

Other Individuals Involved

Names (if known)

Incident Details

Type of Incident

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Description of Incident

Provide a detailed summary of what occurred, including exact times and observations.

Witnesses

Name(s) and contact details

Immediate Actions Taken

Describe any immediate steps taken (e.g., notifying security, first aid).

Follow-Up

Supervisor/Manager Notified

Name and time notified

Further Action Required

Describe any further actions recommended or required.

Signature

Full Name

Date

Important Notes:

- All incidents should be reported as soon as possible after occurrence.
- Be factual and objective in describing the events; avoid assumptions or opinions.
- Confidentiality must be maintained throughout the reporting and investigation process.
- Attach any supporting documentation or evidence available (e.g., photos, CCTV footage).
- Sign and date the report before submitting to your supervisor or security department.