

# Incident Reporting and Documentation Template

## Incident Details

Date of Incident

Time of Incident

Location

## People Involved

Name

Role (e.g. Employee, Witness)

Contact Details

## Incident Description

Describe what happened

## Immediate Actions Taken

Describe actions taken immediately following the incident

## Witnesses

Witness Name

Witness Contact

## Follow-Up Actions / Recommendations

Outline recommended or completed follow-up actions

## Reported By

Name

Date

## Important Notes

- Complete all sections as accurately and promptly as possible after the incident.
- Use clear, objective language and avoid assumptions or personal opinions.
- Confidentiality must be maintained throughout the reporting and investigation process.
- Retain all documentation according to your organization's record-keeping policies.
- Consult with supervisors or legal counsel if you are unsure about any details.