

# Incident Reporting and Documentation Template

## Incident Details

Date of Incident

Time of Incident

Location

Enter location

## People Involved

Name

Enter name

Role (e.g. Employee, Witness)

Enter role

Contact Details

Enter contact details

## Incident Description

Describe what happened

Provide a detailed description

## Immediate Actions Taken

Describe actions taken immediately following the incident

Document all immediate actions

## Witnesses

Witness Name

Enter witness name

Witness Contact

Enter witness contact

## Follow-Up Actions / Recommendations

Outline recommended or completed follow-up actions

Specify follow-up steps

## Reported By

Name

Enter your 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.