



Incident and Accident Reporting

Sample Incident Report

Time of Incident: Time Reported: Specific Location: Reporter Name: Phone Number(s): Witness Name: Witness Phone Number(s): Incident Description (Reporter): Incident Description (Witness, if available): Preventable (circle one): Yes No Suggested Corrective Action: Suggested Corrective Action: Suggested Corrective Action: Signature of Reporter: Signature of Reporter:	Date of Incident:			Date Reported:
Reporter Name: Phone Number(s): Position: Witness Name: Witness Phone Number(s): Incident Description (Reporter): Incident Description (Witness, if available): Incident Description (Witness, if available): Preventable (circle one): Yes No Suggested Corrective Action: Incident Corrective Action: Suggested Corrective Action:				
Reporter Name: Phone Number(s): Position: Witness Name: Witness Phone Number(s): Incident Description (Reporter): Incident Description (Witness, if available): Incident Description (Witness, if available): Preventable (circle one): Yes No Suggested Corrective Action: Image: Suggested Corrective Action: Signature of Reporter:	Specific Location:			
Phone Number(s): Department: Position: Department: Witness Name: Witness Phone Number(s): Incident Description (Reporter): Incident Description (Witness, if available): Incident Description (Witness, if available): Preventable (circle one): Yes No Suggested Corrective Action: Suggested Corrective Action: Suggested Corrective Action: Suggested Corrective Action: Suggested Corrective Action: Signature of Reporter: Signature of Reporter:				
Position: Department:				
Witness Phone Number(s):				
Witness Phone Number(s):	Witness Name:			
Incident Description (Witness, if available):				
Incident Description (Witness, if available):	Incident Description (Reporter): _			
Incident Description (Witness, if available):				
Incident Description (Witness, if available):				
Incident Description (Witness, if available):				
Incident Description (Witness, if available):				
Preventable (circle one): Yes No Suggested Corrective Action:				
Preventable (circle one): Yes No Suggested Corrective Action:	Incident Description (Witness, if a	available):		
Suggested Corrective Action:				
Suggested Corrective Action:				
Suggested Corrective Action:				
Suggested Corrective Action:				
Suggested Corrective Action:				
Suggested Corrective Action:				
	Preventable (circle one):	Yes	No	
	Suggested Corrective Action:			
	Signature of Reporter:			
Signature of Witness:	Signature of Witness:			