Incident Report Template

Reported by: _____   **Date of Report:** _____

Title/Role: _____   **Incident number:** _____

Incident Information

Incident type: _____   **Date of Incident:** _____

Incident Location: _____

Specific area of location (if necessary): _____

Incident description: _____

_____

_____

Name/ Role / Contact of people involved

1. _____

2. _____

3. _____

Name/ Role / Contact of witness

1. _____

2. _____

3. _____

Follow up action

_____

_____

_____

Reported to: _____

Date reported: _____