

Incident Report Form

What is an Incident Report Form used for?

It is important to develop a strong culture of incident reporting, no matter how minor, as identifying the causes of an incident and developing actions to address these are key to preventing a recurrence.

Reporter's Name

Contact Phone

Incident Date

Time (am/pm)

What was the incident / near miss?

Were there any injuries?

Yes

No

Were there motor vehicle/s involved?

Yes

No

If yes list registration numbers

Describe any damage to property or plant?

What caused the incident?

What actions will be taken to eliminate the same or similar incident in the future?

Comments

Report sighted & actioned - signature

Date