

INCIDENT REPORT

This form is to be completed for any accident/incident or near miss by a Manager, Supervisor or Company Representative within 24 hours of occurrence.

1. Details of Injured or Affected Person

Please check which is appropriate

First Aid Only

Medical Treatment

Lost Time Injury

Near Miss

Property Damage

Dangerous Event



SAMPLE

ORDER NOW AND GET FULL ACCESS

2. Incident Description

Date incident occurred

Time

Report made at location

Describe what happened and how

If required provide a sketch of the incident or attach photos to the report

3. Immediate Containment Action (What was the immediate response)



SAMPLE

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(The following form content is blurred in the image)

1. Details of the incident (e.g. date, time, location, description)

2. Treatment administered

3. Did the Worker Stay Work?

Yes	No	Reason for the injury	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hospitalized <input type="checkbox"/> Alternative duties	<input type="checkbox"/> Compensation <input type="checkbox"/> Rehabilitation

4. Incident investigation

5. Comments on incident and control measures implemented

What was the severity? None Moderate High Extreme

(See the table below)

8. Actions to Prevent Re-Occurrence

Action	By Whom	By When	Date Completed
 <h1 style="font-size: 100px; color: gray; margin: 0;">SAMPLE</h1> <div style="background-color: black; color: white; padding: 5px; display: inline-block; border-radius: 15px;"> <p style="margin: 0;">ORDER NOW AND GET FULL ACCESS</p> </div>			
<p>9. Management Review Comments</p> <p>Discussion of additional findings: No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Comments:</p>			
<p>Reviewed: _____</p> <p>Signature: _____</p> <p>Date: _____</p>			

Risk Severity Table

	Low	Medium	High	Critical
Health and Safety	Incidents that do not result in any loss of life or injury to employees	Incidents resulting in minor injuries	Incidents resulting in major injuries or loss of limbs	Incidents resulting in fatalities or permanent disabilities
Health and Environment	Incidents that do not result in any loss of life or injury to employees	Incidents resulting in minor injuries or loss of limbs	Incidents resulting in major injuries or loss of limbs	Incidents resulting in fatalities or permanent disabilities
Production	Incidents resulting in minor production losses	Incidents resulting in moderate production losses	Incidents resulting in major production losses	Incidents resulting in total production stoppage
Business Interruption	Less than 1-hour down-time	One day down-time	More than one day of down-time	More than one week of down-time