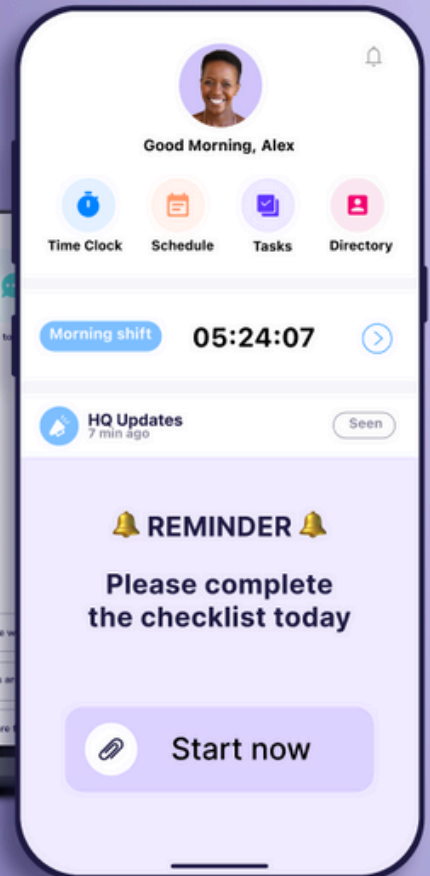


Employee Incident Report Form

Use our employee incident report form as a starting point to customize yours to fit your business.



The Employee Incident Report Form is a vital tool for documenting any incidents involving employees in the workplace.

This form helps capture all relevant details about the incident, facilitating a thorough investigation and appropriate response.

Proper documentation is essential for ensuring workplace safety, addressing any potential issues, and preventing future occurrences.

Employee Incident Report Form

Date of Incident: _____

Time of Incident: _____

Reported By: _____

Location of Incident: _____

Date of Report: _____

Report Number: _____

Employee Details

Name of Employee Involved: _____

Job Title/Position: _____

Department/Team: _____

Contact Information: _____

Incident Details

Type of Incident (e.g., injury, near miss, property damage):

Description of the Incident:

Specific Location/Area where the Incident Occurred:

Weather Conditions at Time of Incident (if applicable):

Witness Information

Names of Witnesses:

Contact Information of Witnesses:

Injury and Damage Details (if applicable)

Nature of Injuries Sustained:

Part of Body Injured: _____

First Aid Provided: Yes / No

Details of First Aid Provided:

Medical Treatment Required: Yes / No

Details of Medical Treatment:

Description of Property Damage:

Estimated Cost of Damage: _____

Cause and Contributing Factors

Immediate Cause of the Incident:

Underlying or Contributing Factors:

Actions Taken

Immediate Actions Taken to Address the Incident:

Corrective Actions Implemented:

Preventative Measures to Avoid Recurrence:

Investigation Details

Name of Investigator: _____

Date of Investigation: _____

Summary of Investigation Findings:

Additional Observations

Signatures

Report Prepared By: _____ Signature: _____ Date: _____

Supervisor/Manager's Signature: _____ Date: _____
Safety Officer's Signature (if applicable): _____ Date: _____

The Employee Incident Report Form is crucial for accurately recording the details of any workplace incidents.

It supports a comprehensive investigation, facilitates corrective actions, and helps prevent future incidents.

Regular use of this form enhances workplace safety and ensures compliance with occupational health and safety regulations.

Choose Connecteam, the #1 Choice for Safety Managers

Streamline your business's daily operations and unleash unparalleled efficiency with Connecteam!

Take charge with our [Forms and Checklists feature](#), effortlessly running your daily tasks and delivering the highest standards. But that's just the beginning!

Easily create perfect employee schedules with our [Employee Scheduler](#), enabling seamless staff organization and maximizing productivity. Keep a tight grip on employee work times using our [Time Clock feature](#), making precise payroll a breeze and freeing you from mundane administrative tasks.

Stay ahead of the game with Connecteam's built-in [employee Chat](#), fostering real-time collaboration and empowering your team to deliver extraordinary results.

And don't forget, continuous growth and skill development are at your fingertips with Connecteam's [comprehensive Training & Onboarding features](#).

[Get started with Connecteam for free today](#) and unlock the true potential of your business!