INCIDENT REPORT SHEET

This sheet should not be used to record accidents. Accidents should be recorded in the accident book. On completion this form should be counter signed by a witness then filed in the incident folder.

Remember, this report is private and confidential. Try to record what has been witnessed. Do not record what you think happened.

Name of party involved	
Date and time of the incident	
Location of the incident	
Others involved	
Summary of the incident	
Action taken	
Other action to be taken	
Name print, sign and date	
Counter signed by witness	