

Workplace Incident Report Template: Safety & Productivity

Supporting Clients Together: Tools for Professionals

Purpose:

To document workplace incidents objectively, including safety hazards, accidents, or productivity issues, while maintaining compliance and confidentiality.

1. Employee Information

- Name: _____
- Job Title: _____
- Department: _____
- Supervisor: _____
- Date & Time of Incident: _____

2. Incident Description

- Location of Incident: _____
- Detailed Description of What Happened:
(Include sequence of events, observations, and any contributing factors)

3. Witnesses

- Name & Contact Info: _____

4. Impact / Consequences

- Injury sustained? ☐ Yes ☐ No
- Property damage? ☐ Yes ☐ No
- Productivity impact: _____

5. Action Taken

- Immediate response: _____
- Safety measures implemented: _____
- Follow-up required? ☐ Yes ☐ No
- Assigned to: _____

6. HR / Manager Notes

- Observations regarding policy compliance: _____
- Recommendations for next steps: _____

7. Signatures

- Employee: _____ Date: _____
- Manager / HR: _____ Date: _____

Best Practices for HR:

1. Document facts objectively; avoid assumptions about cause or intent.
2. Complete reports promptly after the incident.
3. Maintain confidentiality and secure storage of reports.
4. Use consistent reporting format across all employees to reduce legal risk.
5. Integrate reports with follow-up procedures for employee support or corrective action.