**ACCIDENT/INCIDENT REPORT FORM TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME:** |  |  | **TITLE / ROLE:** |  |  | | **DATE OF REPORT:** | |  |
| **EMPLOYEE SIGNATURE:** |  |  | **LENGTH OF TIME IN CURRENT ROLE:** |  |  | | **DATE OF INCIDENT:** | |  |
| **LOCATION OF INCIDENT:** |  | | | | |  | | **TIME OF INCIDENT:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESULT OF ACCIDENT / INCIDENT** | | | | | |  | **INCIDENT INFORMATION** | |
| **HEAD** |  |  |  | **LEFT** | **RIGHT** |  | **INCIDENT DESCRIPTION** |  |
| **FACE** |  | **SHOULDER** |  |  |
| **NECK** |  | **ARM PIT** |  |  |
| **UPPER BACK** |  | **UPPER ARM** |  |  |
| **LOWER BACK** |  | **LOWER ARM** |  |  | **TASKS LEADING TO INCIDENT** |  |
| **CHEST** |  | **ELBOW** |  |  |
| **ABDOMEN** |  | **WRIST** |  |  | **ADDITIONAL INFORMATION** |  |
| **PELVIS / GROIN** |  | **HAND** |  |  |
| **LIPS** |  | **BUTTOCKS** |  |  | **OSHA REPORTING** |  |
| **TEETH** |  | **HIP** |  |  |
| **TONGUE** |  | **THIGH** |  |  | **WITNESS NAME AND CONTACT** |  |
| **NOSE** |  | **LOWER LEG** |  |  |
| **FINGERS** |  | **KNEE** |  |  |  |
| **TOES** |  | **ANKLE** |  |  |
| **OTHER:** |  | **EYES** |  |  |  |
| **OTHER:** |  | **EARS** |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VERIFICATION** | | | | | | | | |
|  | | | |  | | | | |
| **SUPERVISOR NAME:** |  |  | **REPORTED TO:** | |  |  | **DATE OF REPORT:** |  |
| **SUPERVISOR SIGNATURE:** |  |  | **BUREAU:** | |  |  | **WORK UNIT:** |  |
| **ADDITIONAL INFORMATION:** |  | | | | | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |