

Safety Incident Report Template

A consistent way to document what happened, who was involved, and what corrective action followed.

Incident Date/Time: _____

Location: _____

Reported By: _____

Employees Involved: _____

Witnesses: _____

What Happened

A factual, specific account. What was the person doing, what happened, in what order.

Injuries Or Damage

Describe any injury, equipment damage, or property damage. Note if medical attention was needed.

Immediate Action Taken

What was done right after the incident.

Root Cause

What actually caused this; not just what happened, but why it was able to happen.

Corrective Action

ACTION	OWNER	DEADLINE	COMPLETED?

Follow-Up

- ☐ Reviewed with the employee(s) involved
- ☐ Shared with relevant team if it's a training or process issue
- ☐ Logged for pattern tracking across incidents
- ☐ Any regulatory reporting requirements confirmed and completed