

Incident Report form

Please indicate category

☐

Near Miss

☐

Hazard (Potential)

☐

Incident

Site Details

Location:

Description of site:

Incident Details

Plant / Equipment Involved (if applicable):

Description of Near Miss / Hazard / Incident:

Remedial Action

Immediate action taken to eliminate / reduce hazard / re-occurrence of incident or near miss:

Proposed future action to eliminate / reduce hazard / re-occurrence of incident or near miss:

Complete this section, ONLY if reporting a Near Miss or Incident

General Information

Date of near miss / incident: _____ Time of near miss / incident: _____

Weather conditions at time of near miss / incident: _____

Personnel Details

Persons Involved in Near Miss/Incident:

Persons Sustaining Injuries & Description of Injuries:

Name/s	Description of injuries
_____	_____
_____	_____
_____	_____