

INCIDENT REPORT FORMAT

To be completed by staff within 12 hours of incident/accident

Incident Date: _____ Incident Time: _____

Injured Person Name: _____

Address: _____

Phone Numbers: _____

Male/Female: _____ Date of Birth: _____

Details of Incident:

Who was injured person? _____

Injury Type: _____

Does Injury require Hospital/Physician? Yes: _____ No: _____

Hospital Name: _____

Address: _____

Hospital Phone Numbers: _____

Injured person/Party Signature/Date: _____ / _____

Important Notes and Instructions:

Prepared By: _____ Date: _____

Name of Approved By: _____ Signature: _____