Trendie

INCIDENT REPORT FORM

Section	Field	Details
Incident Details	**Incident Date**	
	Time	
	Location	
	Reported By	
	Incident Description	
People Involved	**Name**	
	Role/Position	
	Injury (Yes/No)	
	Description of Injury	
Incident Type	**Type of Incident**	
	Injury	
	Near-Miss	
	Property Damage	
	Hazard Identification	
	Other	
	Details	

Immediate Actions Taken	**Action Description**	
	Performed By	
	Date	
	Time	
Root Cause Analysis	**Root Cause**	
	Contributing Factors	
Corrective Actions	**Corrective Action**	
	Responsible Person(s)	
	Deadline	
	Status	
Follow-Up	**Follow-Up Action**	
	Responsible Person(s)	
	Due Date	
	Status	
Review and Sign-Off	**Reviewed By**	
	Role/Position	
	Review Date	
	Signature	

Usage Instructions

1. **Incident Details:**
   Record the fundamental details of the incident including the date, time, location, and the person who reported the incident.

2. **Incident Description:**
   Provide a detailed narrative of the incident, describing exactly what occurred, the circumstances leading up to the incident, and any factors that may have contributed to it.

3. **People Involved:**
   Identify all individuals involved in the incident, including their role or position and whether they sustained any injuries. Provide a description of any injuries sustained.

4. **Incident Type:**
   Classify the type of incident (injury, near-miss, property damage, hazard identification, etc.) and provide additional details as necessary.

5. **Immediate Actions Taken:**
   Document the immediate actions taken to control or mitigate the situation. Include the names of those responsible and the time at which actions were taken.

6. **Root Cause Analysis:**
   Perform a root cause analysis to identify the underlying factors that contributed to the incident.

7. **Corrective Actions:**
   Specify the actions to be taken to prevent recurrence, including responsible persons, deadlines, and the status of these actions.

8. **Follow-Up:**
   Outline any follow-up actions required to ensure that corrective measures are implemented effectively.

9. **Review and Sign-Off:**
   Complete the final review and obtain the necessary sign-offs to close the incident report.