

Incident Report – Full Investigation & Report

Construction

DETAILS OF FURTHER INVESTIGATION NEEDED:

Name of reporter:

Signature of reporter:

SIGNATURE

DETAILS OF PEOPLE INVOLVED

Name of person

Job role type

Designation

Employee ID number

Contact number

How is the person related to the incident?

Details of involvement

Are there photos available?

Damage details

Describe the scope of damage in details

Does the person want to log a statement?

Are there any injuries?

Type of injury

Cause of injury

EQUIPMENT DETAILS

Type of equipment

Make and model of equipment

Photos available

Equipment ID number

Any corrective actions required pertaining to incidence?

Contributing factors to the incident

Has the root cause of the issue been identified?

EVIDENCE AND DETAILS

Is evidence available?

Describe the evidence

Type of evidence

Are photos available?

INCIDENT REPORT

Project Name :

Description of incident:

Type of incident:

Date :

DATE

2017-01-01

Time :

TIME

-

Location :

What is the incident priority? (urgent/high/medium/low)

urgent

high

medium

low

Weather conditions at the time of incident

Name of supervisor on duty

Details of incident

Describe the incidence

Was any first aid/medical attention given if people involved?

Yes

No

Na

Is a timeline of incidents needed?

Yes

No

Na

If yes, prepare a brief timeline

VEHICLE DETAILS

Vehicle registration number

Vehicle make

Vehicle model

Name of driver on duty

Further information regarding vehicle

Type of damage

Describe the damage in detail

Photos of damage available?

Item

Type of item

Description of item

ID number of item

Further information regarding item damage

