SurveyNinja

# Incident report form

14 questions. About 5 min to answer.

## Who reports

**1. Your full name** Required

**2. Your job title and department**

## When and where

**3. Date of the incident** Required

Date:

**4. Time of the incident** Required

An approximate time is fine.

**5. Where did it happen?** Required

## What happened

**6. What type of incident was it?** Required

Choose one answer.

- ○ Injury
- ○ Near miss: no one was hurt, but someone could have been
- ○ Damage to property or equipment
- ○ Security: theft, break-in or threat
- ○ Something else

**7. Who was hurt, and what first aid or medical care was given?** Required

Describe the injury only as far as you saw it.

**8. What happened?** Required

Describe the events in order: what was being done, what went wrong and what the result was.

**9. Who else was involved?**

Names and roles, if you know them.

**10. Witnesses**

Names and how to reach them.

## Action and follow-up

**11. What was done right away?** Required

**12. Photos of the scene or the damage**

File upload:

**13. Does this need follow-up?** Required

For example, a repair, a safety check or a change to how the work is done. Choose one answer.

- ○ Yes
- ○ No

**14.** **What follow-up do you suggest?**

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### Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/incident-report-form

Survey template from SurveyNinja: surveyninja.io