Customizable Simple Incident Report Form Sample (Excel)

Explore this **customizable simple incident report form** sample in Excel designed for efficient documentation and easy modification. This template streamlines incident tracking and ensures accurate data collection for workplace safety. Adapt it effortlessly to fit your organization's specific reporting needs.

Field	Description / Example Entry
Incident Date	2024-06-20
Time of Incident	14:30
Location	Warehouse Section B
Reported By	Jane Doe
Contact Information	janedoe@email.com, Ext: 203
Type of Incident	Slip/Trip/Fall
Description of Incident	Employee slipped on wet floor near loading area and injured left ankle.
Witnesses	Alex Smith
Injury/Property Damage	Minor injury to ankle, no property damage
Immediate Actions Taken	First aid administered, area cleaned, warning sign placed
Reported To	Site Supervisor
Further Action Required?	Yes (Review floor cleaning procedures)
Additional Notes	Employee able to resume work; incident to be reviewed at next safety meeting.

Download this sample as an Excel file and customize fields, layouts, and dropdowns as needed to match your organization's specific incident reporting workflow.