

Incident Report Form Sample (Excel Style with Dropdown Menus)

An **incident report form sample Excel** with dropdown menus streamlines data entry by providing predefined options for common fields, reducing errors and saving time. This template ensures consistent and organized reporting of incidents, making it easier to track and analyze workplace safety or compliance issues. Ideal for businesses seeking efficient and professional documentation of incidents.

Field	Dropdown Menu / Entry	Example
Date of Incident	<input type="text"/>	2024-06-09
Time of Incident	<input type="text"/>	14:30
Location	<div>Warehouse</div>	Warehouse
Type of Incident	<div>Injury</div>	Injury
Severity	<div>Minor</div>	Moderate
Person(s) Involved	<input type="text" value="Enter names"/>	Jane Doe
Reported By	<input type="text" value="Reporter name"/>	John Smith
Description of Incident	<input type="text" value="Describe the incident"/>	Slipped on wet floor
Immediate Action Taken	<div>First Aid Given</div>	First Aid Given
Follow-up Required	<div>Yes</div>	Yes
Attach Photo/Evidence	<div>Choose File</div> No file selected	Optional

Note: In Microsoft Excel, dropdown menus are created by using Data Validation (under Data > Data Validation > List). This HTML format simulates how dropdowns appear and function in Excel-based forms for demonstration purposes.