

Workplace Safety Record Form Sample

Use this **workplace safety record form sample** to systematically document all safety incidents and maintain compliance with industry regulations. The form ensures accurate tracking of hazards, accidents, and preventive measures, promoting a safer work environment. Proper documentation helps organizations analyze risks and implement effective safety strategies.

Incident Details

Date of Incident:

Time of Incident:

Location:

Persons Involved

Name:

Role/Position:

Incident Description

Describe what happened:

Type of Incident

- Injury
- Near Miss
- Property Damage
- Hazard
- Other

Actions Taken

Describe actions taken to address the incident:

Preventive Measures

Describe preventive measures to avoid recurrence:

Reported By

Name:

Date: