

Employee Statement Form Sample for Workplace Incident

An **employee statement form** sample for workplace incidents helps document detailed accounts of events for accurate reporting and investigation. This form ensures clear communication and supports compliance with safety regulations. Using a standardized template streamlines the incident review process and enhances workplace safety management.

Employee Information

Employee Name:

Employee ID:

Department:

Position/Title:

Incident Details

Date of Incident:

Time of Incident:

Location of Incident:

Description of Incident (include who, what, where, when, how):

Were there any witnesses? If yes, list their names:

Were there any injuries? If yes, describe:

Actions Taken Following the Incident:

Declaration

I declare that the information provided above is true and complete to the best of my knowledge.

Date:

Signature:

Submit Statement