

Workplace Incident Assessment Form Sample

The **workplace incident assessment form sample** provides a structured template to document and evaluate incidents effectively. It ensures all relevant details are captured for safety analysis and preventive measures. Utilizing this form helps maintain a safer work environment by promoting thorough incident review and compliance.

Incident Information

Date of Incident:

Time of

Incident:

Location of

Incident:

Reported By:

Contact Information:

Individuals Involved

List all involved individuals and their roles...

Names and Roles:

Incident Details

Provide a detailed description of the incident...

Description of the Incident:

Describe any injuries or damages...

Injuries or Damages:

List witness names and contact info...

Witnesses (if any):

Immediate Actions Taken

Describe immediate actions taken to address the incident...

Actions Taken:

Root Cause Analysis

Analyze the root causes based on available evidence...

Possible Root Causes:

Corrective and Preventive Measures

Proposed Corrective Actions:

Suggest corrective and preventive measures...

Form Completed By:

Date:

Submit Assessment