

# Workplace Incident Record Form Sample

This **workplace incident record form sample** is designed to help organizations document any accidents or safety issues efficiently. It ensures accurate tracking of incidents to enhance workplace safety and compliance. Using this form supports thorough investigation and prevention measures.

1. Incident Details			
Date of Incident	<input type="text"/>	Time of Incident	<input type="text"/>
Location	<input type="text"/>		
Description of Incident	<input type="text"/>		
2. Persons Involved			
Name(s)	<input type="text"/>	Contact Information	<input type="text"/>
Role/Position	<input type="text"/>	Injury (if any)	<input type="text"/>
3. Witnesses			
Name(s)	<input type="text"/>	Contact Information	<input type="text"/>
4. Immediate Action Taken			
<input type="text"/>			
5. Reported By			
Name	<input type="text"/>	Date	<input type="text"/>
			<div>Submit Record</div>