

# Employee Incident Report Form Sample (Excel Sheet)

This **employee incident report form** sample Excel sheet streamlines documentation of workplace accidents and incidents efficiently. It provides a clear, organized layout for recording essential details to ensure accurate reporting and compliance. Utilizing this template helps improve safety management and incident tracking within any organization.

Incident Report ID	Date of Incident	Employee Name	Department	Location of Incident	Type of Incident	Description of Incident	Injury (Yes/No)	Injury Details	Witnesses	Action Taken	Reported By	Manager Signature
IR2024-001	2024-06-08	Jane Smith	Production	Warehouse A	Slip & Fall	Employee slipped near the loading dock due to wet floor.	Yes	Mild ankle sprain	John Doe	First aid administered, spill cleaned up	Paul Allen	_____
IR2024-002	2024-06-10	Mike Brown	Logistics	Parking Lot	Vehicle Accident	Forklift collided with parked vehicle	No	N/A	Sara Lee	Reported to security, maintenance notified	Linda Kay	_____

**Note:** This sample Excel sheet can be customized as per your organization's requirements. To use in Excel, replicate the fields/columns above and add new incident records as necessary.