

Workplace Incident Report Log Form Sample

This **workplace incident report log form sample** is designed to document and track any accidents or safety issues occurring within the work environment. It helps ensure timely investigation and effective resolution of incidents to maintain a safe workplace. Utilizing this form promotes compliance with safety regulations and supports organizational risk management.

Date of Incident	Time	Location	Persons Involved	Nature of Incident	Injury/Illness	Description of Incident	Actions Taken	Reported By	Supervisor Signature
2024-05-10	09:30 AM	Warehouse Area B	Jane Doe, John Smith	Slip and Fall	Minor bruise (Jane)	Jane slipped on wet floor near loading dock. No signage present.	First aid administered, area cleaned, warning signs placed.	John Smith	
2024-06-03	02:15 PM	Office 2nd Floor	Mark Lee	Equipment Malfunction	None	Printer overheated causing smoke. Quickly unplugged and reported.	Maintenance notified, equipment checked, area ventilated.	Susan White	