CALGARY SAFETY CONSULTANTS

Incident Report Form

First report of what happened

Complete this form as soon as it's safe to do so, ideally before the end of the shift. Record the facts: what happened, where, who was involved and what was done right away. Don't guess at causes or assign blame here; that's what the investigation is for. Hand the completed form to the supervisor or the person responsible for incident reporting.

Type of incident (tick all that apply)

- ☐ Injury
- ☐ Illness or exposure
- ☐ Near miss or close call
- ☐ Property or equipment damage
- ☐ Vehicle incident
- ☐ Spill or release
- ☐ Fire or explosion
- ☐ Violence or harassment
- ☐ Other:

Date of incident | **Time** | **Site or location** | **Exact place on site**

Reported by | **Position** | **Date reported** | **Time reported**

Supervisor in charge | **Reported to** | **Employer or contractor**

People involved

Name	Position or employer	Phone	Injured	Witness	Involved	Statement taken
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

What happened

Describe what happened, in order. Include the task being done and the conditions at the time.

Equipment, tools, vehicles or materials involved | **Weather or site conditions**

Injury or illness (if any)

Injured person | **Part of body (left or right)** | **Type of injury (cut, strain, burn...)**

Treatment and outcome

- ☐ No treatment needed
- ☐ First aid on site
- ☐ Medical treatment
- ☐ Sent to hospital
- ☐ Time lost beyond the day of injury
- ☐ Modified duties

First aid given by | **Treatment given** | **Taken to (clinic or hospital)**

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Immediate actions taken

- ☐ Area made safe
- ☐ Scene secured and left undisturbed
- ☐ Witnesses identified
- ☐ Injured person cared for
- ☐ Equipment tagged or locked out
- ☐ Work stopped
- ☐ Emergency services called
- ☐ Photos or sketch taken
- ☐ Supervisor notified

Other actions taken, and by whom

Notifications

Who must be notified, and how quickly, depends on your province, territory or federal jurisdiction and on how serious the incident is. Serious injuries and dangerous occurrences usually have to be reported to the OHS regulator right away, and the scene left undisturbed except to help an injured person, prevent further injury or protect property. Confirm the rules that apply to your workplace.

Notified	Required	Done	Date and time	By whom
OHS regulator	☐	☐		
Workers' compensation board	☐	☐		
Client or prime contractor	☐	☐		
Health and safety committee or representative	☐	☐		
Senior management	☐	☐		
Family or emergency contact	☐	☐		

Next steps

Potential severity: how bad could it have been?

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Investigation required
- ☐ Investigation not required
- ☐ Committee or representative to review

Investigation assigned to

Due date

Investigation file or reference number

Supervisor's comments

Sign-off

Name	Role	Signature or initials	Date

Every incident and near miss is information. Our free incident investigation form and root cause analysis worksheet help you find out why it happened and fix the cause. Find them at calgarysafetyconsultants.ca/safety-guides/incidents/.

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