
INCIDENT REPORT

Employee's Name: _____ Today's Date: _____

Manager's Name: _____ Date of the Incident: _____

Statement made by: _____

INCIDENT DETAILS

What happened? On DATE/TIME the following occurred:

Who witnessed the event? _____

Location of incident? _____

Was a Company policy violated? Yes No

If "Yes," which policy was violated? _____

Were any tools, equipment, or vehicles involved? Yes No

If "Yes," specify the Piece of Equipment Fleet Number: _____