

Hazard Incident Report

Date: [Insert Date]

Time: [Insert Time]

Location of Incident: [Insert Location]

Report Prepared By: [Your Name]

Department: [Department Name]

Incident Details

Type of Hazard: [Describe the type of hazard]

Description of Incident: [Provide a detailed description of the incident]

Involved Parties

Names of Individuals Involved: [List names]

Witnesses: [List names]

Immediate Actions Taken

[Describe any immediate actions taken following the incident]

Recommendations for Preventative Measures

[Provide recommendations to prevent future incidents]

Signature

[Your Signature]

[Your Job Title]