

Incident Report

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Safety Regulation Violation Incident Report

Incident Details

Location of Incident: [Location]

Time of Incident: [Time]

Description of the Incident:

[Provide a detailed description of the incident, including what happened, how it happened, and any individuals involved.]

Safety Regulation Violated

[Specify the safety regulation that was violated during the incident.]

Immediate Actions Taken

[Describe any immediate actions taken to address the incident or mitigate the situation.]

Recommendations

[Provide any recommendations for preventing similar incidents in the future.]

Attachments

[List any attached documents or photos related to the incident.]

Signature: _____

Date: [Insert Date]