

Board Incident Report

Date: [Insert Date]

Reported By: [Insert Name]

Position: [Insert Position]

Incident Date: [Insert Incident Date]

Incident Time: [Insert Incident Time]

Location of Incident: [Insert Location]

Description of Incident:

[Provide a detailed description of the incident, including what happened, who was involved, and any relevant circumstances.]

Witnesses:

[List any witnesses to the incident, including their names and contact information.]

Immediate Actions Taken:

[Detail any immediate actions taken in response to the incident, including notifications or first aid.]

Recommendations for Preventative Measures:

[Suggest any measures that could prevent similar incidents in the future.]

Signature:

Signature of Report Creator: _____

Date: [Insert Date]

Reviewed By:

Name: [Insert Reviewer's Name]

Position: [Insert Reviewer's Position]

Signature: _____

Date: [Insert Date]