

Job Site Incident Report

1. Incident Details

Date of Incident

Time of Incident

Location

Reported By

Supervisor

2. People Involved

Names

Roles/Job Titles

Contact Information

3. Incident Description

Describe what happened

4. Immediate Action Taken

Describe immediate actions taken

5. Root Cause / Contributing Factors

Analysis (if known)

Unsafe behavior, environment, equipment, etc.

6. Corrective and Preventive Actions

Describe actions to prevent recurrence

Policy changes, training, equipment fixes etc.

7. Signatures

Reporter

Name/Signature

Date

Supervisor

Name/Signature