

# Blank Safety Incident Inquiry Template

**Date of Report**

**Reported By**

**Department/Team**

**Date & Time of Incident**

**Location of Incident**

**Persons Involved**

Names, job titles etc.

**Witnesses**

Names, job titles etc.

**Description of Incident**

**Injuries or Damages**

**Immediate Action Taken**

**Root Cause (if known)**

**Recommendations/Preventive Measures**