

# Minor Incident Report Template

## Incident Details

Date of Incident

Time of Incident

Location

e.g. Meeting Room 2A

## People Involved

Reported By

Full Name

Department

e.g. HR, IT

Others Involved (if any)

Name(s), if applicable

## Description of Incident

Describe what happened

Provide a detailed description

## Immediate Actions Taken

Actions taken following the incident

Record any actions taken immediately

## Witnesses (if any)

Name(s) and contact information

List witnesses or type 'None'

## Signature

Signature

Your Name

Date