

# Incident Report Template: Machinery-Related Injuries

## General Information

Date of Incident

Time of Incident

Location

Reported By

Contact Information

Role/Position

## Details of Injured Person

Name

Position/Title

Type of Injury

Severity

Select

Injury Description

# Incident Description

Describe how the incident occurred

Name/Type of Machinery Involved

Witness(es) (Name & Contact)

Immediate Action Taken

## Root Cause Analysis

Probable Cause(s) of Incident

Recommended Preventive Actions

## Additional Notes

Other Comments/Observations

Signature

Date