

Trench Collapse Incident Report

Basic Information

Project Name

Location of Incident

Date of Incident

Time of Incident

Reported By

Contact Information

Incident Description

Describe the incident

Work being performed at the time

Trench Specifications

Trench dimensions (length x width x depth)

Soil type

Shoring/protective systems in place

Weather conditions

Injuries / Damages

Were there any injuries or fatalities?

Describe injuries/damages details

Witness Statements

Name	Contact	Statement

Immediate Actions Taken

Corrective Actions / Recommendations

Report Prepared By

Date

Reviewed By

Date
