

Slip and Fall Incident Report

1. Venue Information

Venue Name

Venue Address

2. Incident Details

Date of Incident

Time of Incident

Specific Location (e.g. lobby, restroom, etc.)

Description of Incident

Describe how the incident occurred...

3. Injured Person Information

Name

Contact Number

Guest/Staff/Other

Nature of Injury

Describe the injuries, if any...

4. Witness Information (if any)

Witness Name(s)

Witness Contact

5. Contributing Factors

Possible Hazards or Contributing Factors

e.g. wet floor, poor lighting, obstacles, etc.

6. Actions Taken

Immediate Actions Taken

e.g. medical attention provided, area marked, maintenance called

7. Reported By

Name and Position

Report Date