

# 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