

# Housekeeping Staff Accident Report

## General Information

Staff Name

Date of Incident

Time of Incident

Department

Location of Incident

## Accident Details

Describe what happened

Type of Injury

Body Part Affected

First Aid given?

Reported to (Name/Designation)

## Witnesses

List names and contact details of witnesses (if any)

# Follow-up Actions

Actions Taken After the Incident

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Date & Signature of Reporting Staff

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Date & Signature of Supervisor/Manager