

# Maintenance Accident Report

## General Information

Report Date

Report Time

Accident Location

e.g. 2nd Floor, Boiler Room

## Personnel Information

Employee Name

Employee ID

Job Title

## Accident Details

Date of Accident

Time of Accident

Description of Accident

Describe what happened

Description of Injuries (if any)

Describe injuries

## **Witness Information**

Witness Name(s)

List any witnesses

## **Immediate Actions Taken**

Describe immediate actions taken after the accident

## **Recommendations / Preventive Measures**

Recommend actions to prevent recurrence

## **Reported By**

Name

Signature

Date