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FREE HSE RESOURCE

Incident Report Template

A structured incident report template for capturing incident details, people involved, injury or damage, immediate causes, root causes, immediate actions, corrective actions, preventive actions, and approval.

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General guidance document. Professional review is required before operational use.

Purpose

This template helps companies record incidents and near misses in a structured way so that learning, corrective action, and prevention can be managed consistently.

When to Use

Use immediately after incidents, near misses, unsafe events, property damage, first aid cases, environmental releases, or any event requiring investigation and follow-up.

Who Should Use It

HSE managers, supervisors, incident investigators, site managers, line managers, employer representatives, and responsible persons assigned to corrective actions.

Checklist / Form Table

Item / Requirement	Yes	No	N/A	Comments	Corrective Action	Responsible Person	Due Date
Incident details, date, time, location, and activity are recorded							
People involved, witnesses, and reporting person are identified							
Injury, property damage, and potential severity are described							
Immediate actions were taken to control ongoing risk							
Immediate causes and unsafe conditions are documented							
Root causes and contributing factors are reviewed							
Corrective and preventive actions are assigned with due dates							
Investigation is reviewed, approved, and lessons are communicated							

Key Review Areas

- Incident date, time, location, and activity
- People involved, witnesses, and reporting person
- Injury, illness, property damage, or potential severity
- Immediate causes and conditions present
- Root cause and contributing factors
- Immediate actions taken to make the area safe
- Corrective and preventive actions with owners and due dates
- Investigation review, approval, and communication of learning

Common Red Flags

- Report completed without witness or supervisor input
- Only blaming individual behavior without reviewing system causes
- Corrective actions not assigned to responsible people
- No due date or verification of action completion
- Learning not shared with affected teams

Recommended Follow-Up

Secure the scene where appropriate, collect facts promptly, identify immediate and root causes, assign corrective and preventive actions, verify completion, and communicate relevant learning to prevent recurrence.

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Disclaimer: This document provides general HSE guidance only. It is not a legal guarantee, certification, or substitute for site-specific risk assessment, competent professional review, or applicable regulatory requirements.