**Incident report template**

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| **Incident report** |

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| **Details of incident** |
| **Location**  |  | **Time**  |  | **Date** |  |
| **Person (or people) involved** |  |
| **Description** (including any injuries and/or damage to property) |  |

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| **Investigation** |
| **Cause of incident** |  |
| **Corrective action recommended** |  |

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| **Safety officer investigating** |
| **Name**  |  | **Signature**  |  | **Date** |  |