



Accident or Incident Report

An accident or incident report is the record of an accident, medical emergency, equipment breakdown, personnel confrontation, or any other type of occurrence that is out of the ordinary and may have caused injury to equipment and property or to a person.

1. Consider:

- A. Audience: Your report for an occurrence is usually meant for quality assurance; however, because an accident report can be used in a lawsuit, these reports may be used by attorneys and can be used as evidence.
- B. Purpose: Your purpose is to provide a detailed and objective account of an occurrence.
- C. Characteristics: You should provide a detailed and accurate report of the occurrence. Include any safety devices or precautions that the company had in place. In addition, your writing should be objective and truthful, so avoid blaming anyone or speculating why it occurred. If you do speculate, you should write that you are speculating.
- D. Most companies have their own form to use, but you may still be required to write a memo. **(Refer to the Memo resource.)**

2. Format:

- A. Write the reason for the report on the subject line—the problem, accident, or incident, and the time and the date that it occurred.
- B. Write a brief introductory summary of the occurrence that includes the two types of “who” and the two types of “what:”
 - I. List who was involved and who witnessed the incident (full names and addresses of the persons involved and all witnesses).
 - II. What happened—be as explicit as possible in reporting what happened and what injury to the person or equipment resulted.
- C. Following the introductory summary, detail the occurrence:
 - I. When did the event happen? Include the date and time.
 - II. Where did the event occur? Be specific—include the address of the company and the location within the company.
 - III. What happened? Include property damage, physical injury, or building damage.
 - IV. What resulted? Itemize any expenses that resulted from the occurrence—missed workdays, production delays, or lost revenue from delays. You must be explicit.
 - V. What was done? Include any treatment of individuals or repair of damage.
 - a) Names and addresses of any doctor visits, ER visits, or on site care.
 - b) Names and addresses of repair crews.
- D. Conclusion: The conclusion should attempt to satisfy the cause and any preventative measures that will be taken to prevent a future occurrence.



- I. The “why” cannot always be answered, but if there were conditions that can objectively be used to explain the occurrence, you should not only mention the reason, but include any safety measures that may have been used.
 - a) “Floor was wet—caution sign was in place.”
 - b) Safety devices available and being used.
 - c) Defect in equipment.
 - d) “Safety glasses were at the site, and the employee was not wearing them.” Provide the reason he or she wasn’t wearing them in his or her own words.
- II. Preventative recommendations: Explain what steps the company is taking to prevent a future occurrence.