

# HR Incident Report Template

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Reported by: \_\_\_\_\_

Date of report: \_\_\_\_\_

Title / role: \_\_\_\_\_

Incident no.: \_\_\_\_\_

## Employee Incident Information

Employee name:

Employee title / role:

Date of incident:

Time of incident:

Location:

Specific area of location:

Additional person(s) involved:

Witnesses:

Incident description including any events leading to or immediately following the incident:

Employee explanation of events / circumstances:

Resulting action executed, planned, or recommended:

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Reporting staff name

\_\_\_\_\_  
Reporting staff signature

\_\_\_\_\_  
HR rep name

\_\_\_\_\_  
HR rep signature

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