**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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