**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8777&utm_source=template-word&utm_medium=content&utm_campaign=HR+Incident+Report--8777&lpa=HR+Incident+Report++8777)HR Incident Report Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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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