

*Your Company Name,  
Logo and Details Here*

# ACCIDENT REPORT FORM

REPORT No.

Date:

These details should also be recorded in the Accident Book, where one exists.

## 1: ABOUT THE PERSON WHO HAD THE ACCIDENT

Full Name:

D.O.B:

Address/Department/Position:

## 2: ABOUT THE PERSON FILLING IN THIS RECORD

Full Name:

Address/Department/Position:

## 3: ABOUT THE ACCIDENT

When did the accident happen? Date:

Time:

Location:

How did the accident happen?

Did the accident cause injury? (If so, please give details)

## 4: TREATMENT GIVEN

Treated By:

Position:

Action Taken:

## 5: SIGNATURE

Signed:

Date:

## 6: OFFICE/EMPLOYER USE ONLY:

Complete this section is reportable under the Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR)

How was it reported?

Date reported?

Print Name:

Signature:

## SIGNATURE

Signed:

Date: