**Workplace Accident Report Template**

**1. General Information:**

* Date and time of the incident:
* Location of the accident:
* Weather conditions:
* Person preparing the report:
* Injured parties:
* Witnesses:

**2. Description of the Incident:**

* Describe in detail what happened:
* How the accident occurred:
* What was the cause of the incident:
* What were the consequences of the accident:

**3. Documentation of Injuries and Damages:**

* Describe bodily injuries and property damage:
* Take photos of injuries and equipment or infrastructure damage:
* If possible, document the scene of the incident with video or photos from different angles.

**4. Recommendations for Preventing Future Accidents:**

* Conclusions and suggestions for improving work procedures:
* Training suggestions for employees:
* Proposals for infrastructural changes in the workplace:

**5. Signature:**

* Signature of the person preparing the report:
* Date of report preparation: