

INCIDENT OR HAZARD REPORT

Record an accident, near miss or hazard on common property while the details are fresh.

REPORTED BY

PHONE

DATE OF INCIDENT

TIME

EXACT LOCATION

TYPE

☐ Injury ☐ Near miss ☐ Property damage ☐ Hazard ☐ Security ☐ Other

WHAT HAPPENED

PERSON(S) INVOLVED

WITNESSES

INJURY AND TREATMENT GIVEN

EMERGENCY SERVICES CALLED?

IMMEDIATE ACTION TAKEN TO MAKE IT SAFE

PHOTOS TAKEN?

INSURER NOTIFIED?

REPORTED TO COMMITTEE ON

FOLLOW-UP NEEDED

SIGNED

NAME

DATE