Workplace incident report and witness statement

Part 1: Incident report (manager)

Reported by: _____

Date and time of incident: _____

Location: _____

Employees involved: _____

Witnesses: _____

What was reported: _____

(continued): _____

Evidence collected (video, receipts, logs, photos):

_____

Part 2: Witness statement

Witness name and job title: _____

Date and time of statement: _____

Describe only what you saw and heard yourself, in your own words, with times and places.

Statement: _____

(continued): _____

(continued): _____

(continued): _____

☐ This statement is true and complete to the best of my knowledge

_____ _____

Witness signature Date

_____ _____

Manager taking the statement Date