

Writing accident reports in manufacturing

Accident reports must be a true and accurate record of what happened. Most accident reports require similar information.

Section 1 contains facts about people, time, and place.

- Always check the spelling of names.
- Check if your place of work has a preferred format for dates and times.

Section 2 contains your statement about what happened.

- Descriptions and explanations should be **short but clear**.
- Use **appropriate language** (formal not informal).
- Include **relevant facts** and **necessary detail**.
- Write the events in the order they happened.

Tips for filling in forms

- Photocopy the form to practise on.
- Read the whole form to find out what information is required.
- Always check what you have written.

Incident/accident report form	
Section 1	
Name of supervisor/team leader:	
Site of incident/accident:	
Date of incident/accident:	
Time of incident/accident:	
Name and job title of injured person:	
Name(s) of first-aider(s):	
Section 2	
Details of how and where the incident took place:	
Details of extent of injury and first aid treatment	
All of the above facts are a true record of the accident/incident.	
Signed:	Date:
Original copy must be kept on file at the site. Send copy to personnel.	

Informal language

He fell flat on his face.

He was out cold.

Her leg was bleeding all over the place.

The boss's hanky was covered in blood.

Formal language

He tripped and fell heavily.

He was unconscious.

She was bleeding from a leg wound.

The wound bled a lot and the manager wrapped it with a handkerchief.