

Writing accident reports

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

Section

This 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

This 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 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

She was off her head.

He was out cold.

The idiot, he just leapt off the bus.

Formal language

She appeared to be intoxicated.

He was unconscious.

The passenger jumped off the bus while it was still moving.