Incident Report Form Template

| Electrical Incident Report |  Report Date: |
| --- | --- |
| Reported By: |  |
| Job Title/Role: |  |
| Location of Incident: |  |

Incident Details

| Date/Time of Incident: |  |
| --- | --- |
| Description of Incident: |  |

Contributing Factors

|  |  |
| --- | --- |
| Factor Type (e.g., Equipment, Human Error, Environmental) | Description of Contribution |
|  |  |
|  |  |
|  |  |
|  |  |

Response Actions

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| --- | --- | --- | --- |
| Action Taken | Responsible Party | Time Completed | Notes |
|  |  |  |  |
|  |  |  |  |

Incident Outcomes

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| --- |
| Injuries (if any): |
|  |

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| --- |
| Property Damage (if any): |
|  |

Preventative Measures

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| --- | --- | --- | --- |
| Suggested Measure | Implementation Plan | Responsible Party | Deadline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |