Incident report: manual handling

A plain form for recording what happened after an incident. Write it the same day, in the words of the people who were there.

Example / general information, not legal advice. Edit it to suit your workplace and check current rules with your regulator.

ABOUT THIS REPORT

Report number

Date and time of the incident

Date and time reported

Site and exact location

PEOPLE

Person involved: name, role and employer

Witnesses and how to reach them

Supervisor on duty

WHAT HAPPENED

Account in the person's own words

What they were doing just before

Sequence of events, with times

MANUAL HANDLING: SPECIFIC QUESTIONS

Load: what it was, its weight if known, shape and how it was gripped

Posture: bent, twisted, reaching or kneeling

Distance carried and the height lifted from and to

Task and how many times it had been repeated that shift

Aids available and whether they were used: trolley, hoist or second person

Body part affected and when the pain started

Floor condition and space to move

STRAIGHT AFTER

Medical help given, and by whom

Area made safe, and how

People told, and when

NOTIFICATIONS AND FOLLOW-UP

Regulator contacted (yes or no), with the time and the person spoken to

Investigation lead

Actions to stop it happening again

Due dates and sign-off