Incident report: mobile plant

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

MOBILE PLANT: SPECIFIC QUESTIONS

Plant type, ID and registration, and the attachment fitted

Operator, and whether they were licensed or ticketed for the machine

Route and travel direction, with a sketch or photo of the area

People nearby and their distance from the machine

Visibility from the seat: mirrors, cameras, load height and lighting

Speed, load carried and surface condition

Spotter or traffic control in place, and where they stood

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