Incident report: silica exposure

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

SILICA EXPOSURE: SPECIFIC QUESTIONS

Material being worked: concrete, engineered stone, brick, tile or mortar

Task: cutting, grinding, drilling, chasing, sweeping or blasting

Controls in use: water suppression, on-tool extraction, enclosure or none

Respirator worn, its type, and whether it was fitted

Duration of the task and how many shifts it was repeated

Other people nearby and how far away

Visible dust and where it settled

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