# Annex D. Sample Incident Report Summary Template

|  |  |
| --- | --- |
| Incident Report Summary | Reference #: |
|  | |
| Month: | Year: |
|  | |
| Incident type: | |
|  | |
| Date and time of incident: | |
|  | |
| Location of incident: | |
|  | |
| Description of the incident (include situation leading up to the incident): | |
|  | |
| Individuals involved (include contact details): | |
|  | |
| Assessed consequences to the company and to community members (include a description of injuries or damage sustained, if applicable): | |
|  | |
| Management actions: | |
|  | |
| Prepared by: | Approved by: |
|  |  |
| Date: | Date: |
|  | |
| Distribution: | |