# 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:   |