Workplace accident report form

For an employee injured at work in Ireland. Write in your own words and mark estimates as approximate. Use your workplace reporting procedure and record below who received your account.

1. Your details

Name

Job or role

Employer

2. When and where did it happen?

Date of accident

Time

Worksite and exact location

3. What were you doing just before the accident?

Describe the task and any equipment or item involved.

4. What happened?

Describe what you saw, heard or felt, in order. Note anything you could not see or are unsure of.

5. What injury or symptoms did you notice?

Record the area affected, when symptoms began, and any first aid or medical attendance.

Witnesses, reporting and follow-up

Name: _____ Accident date: _____

Use a separate sheet if you need more room. Put the accident date and your name on that sheet.

6. Who saw the accident or came to help?

For each person, note their name or role and whether they saw the incident or arrived afterwards.

7. Who received your report?

Note the person's name or role, date and time, how you told them, and any response or reference.

8. Which records could help?

List relevant photographs, messages, CCTV locations or equipment IDs, and any request to preserve them.

9. How was your work affected?

Note dates, duties you could not perform, days off and any lighter duties you did.

10. When did you make this record?

Date and time

Name of person writing

Add any later information or correction here. Give each entry its own date.

Keep your completed copy privately. Your employer handles any required HSA notification.