

Accident Book Page

Record one accident on one page, so the completed record can be filed securely rather than left in a book for the next person to read.

One accident, on one page, so the completed record can be filed securely instead of read by the next person.

ONE PAGE PER ENTRY, FILED SECURELY

One page per entry is deliberate. A bound book leaves everybody's details on show to whoever fills in the next line, and in many countries the personal information on it has to be kept confidential. What must be recorded and reported, to whom and how long it must be kept differ by country — this page names no scheme.

THE PERSON

Full name	Date of birth, if required locally
Address	Occupation or reason on site

THE ACCIDENT

Date	Time	Where exactly	Reported to
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What happened, and what the person was doing — in their own words where possible

Injury or effect	Treatment given, and by whom		
Taken to hospital	Sent home	Returned to work	Witnesses named overleaf

COMPLETED BY

Name	Signature	Date	On behalf of the injured person
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