

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

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