

Daily Occurrence Log

Keep a contemporaneous record of a shift, written as things happen rather than reconstructed at the end of it.

A running log of everything that happened on a shift, in the order it happened.

WRITE IT AS IT HAPPENS
Write entries as they happen and in plain language: time, what was seen, what was done. An occurrence book filled in at the end of a shift from memory is worth very little, and everybody reading it later can tell.

Site

Date

Shift

On duty

Time	What happened	Action taken	Reported to	Initials

Handed over to

Time

Signature