

Accident Report

Please fill out this form completely for any safety-related incident occurring while serving as a volunteer, whether or not the incident resulted in injury. Complete the form as soon as possible after the incident. In completing the form, provide as much detail as possible including time of occurrence, location, general physical conditions present, witnesses, and any other relevant information. Use the bottom and back of this form to add detail, draw diagrams, etc.

Date/Time of Accident: _____ Volunteer: _____

Specific location of incident: _____

Witnesses present: _____

Description of incident (use as much detail as possible, including diagrams):

Cause of incident (specify any items that directly caused the injury):

Injury caused by incident (include potential injury, such as a sprained ankle, a strained back, etc.):

Report completed by:



KNOLLWOOD BAPTIST CHURCH

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