



# Sample Accident Report Template

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## What is an accident report?

***“An accident report is important for documenting accidents, for a range of purposes. Analysing repeated accidents or injuries can be used for identifying hazards that are not always obvious.”***

## Key message:

*Accident reports are vital for identifying persistent hazards.*

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## Accident report

Name:

Occupation:

Age:

Division:

Sex:

Nationality:

Date of accident:

Time of accident:

Date treated:

Time treated:

Nature of injury:

Parts of the body injured:

Outcome and effect of the injury:

Lost days:

Report by:  
(Signature)

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