



**Department of Metallurgical Engineering**  
**NED University of Engineering and Technology, Karachi.**



**ACCIDENT/ INCIDENT REPORT FORM**

**To be filled by reported person:**

Accident/ incident resulted in:

- ☐ Injury
- ☐ Illness
- ☐ Property damage
- ☐ Near miss
- ☐ First aid
- ☐ Medical aid
- ☐ Recurrence
- ☐ Other (check all that apply)

**Details of Incident:**

Incident Location: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Reported Date: \_\_\_\_\_

Describe what happened and how: (For more space Use Separate Sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Injured Person:**

Full Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Age: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Experience: \_\_\_\_\_

**Details of Witness Person:**

Full Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Age: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Department of Metallurgical Engineering**  
**NED University of Engineering and Technology, Karachi.**



**To be filled by HSE Committee person:**

Immediate causes: What substandard acts/ practices and conditions caused or could cause the event?

Basic causes: What specific personal or job/system factors caused or could cause this event?

Remedial actions: What has and /or should be done to control the causes listed?

Prevention of Accident/ Incident Recurrence

Describe what action is planned or has been taken to prevent a recurrence of the accident?

Committee Person Name \_\_\_\_\_

Signature: \_\_\_\_\_

Chairman Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## REPORT FORM DEFINITIONS

INJURY – physical harm or damaged to a person.

ILLNESS – unhealthy condition in mind or body

FIRST AID INJURY – a minor injury requiring only first aid treatment.

MEDICAL AID INJURY – an injury requiring treatment by a health care professional.

LOST TIME INJURY – a disabling injury where the injured person is unable to report for the next regular shift.

RECURRENCE – an accident or incident which has occurred more than once.

PROPERTY DAMAGE ACCIDENT – accidental loss to equipment. Material, and /or the environment.

INCIDENT (NEAR MISS) – an undesired event that, under slightly different circumstances, could have resulted in personal property/ damage or loss.

<b>IMMEDIATE CAUSES – check all as appropriate</b>	
<b>Substandard Acts/ Actions</b>	<b>Substandard Condition</b>
Operating equipment without authority	Inadequate guards or barriers
Failure to warn	Inadequate or improper protective equipment
Failure to secure	Defective tools, equipment or materials
Operation at improper speed	Congestion or restricted action
Making safety devices inoperable	Inadequate warning system
Removing safety devices	Fire and explosion hazard
Using defective equipment	Poor housekeeping, disorder
Failure to use PPE	Hazardous environmental conditions, gases, smoke, duets, fumes.
Improper loading	Noise exposure
Improper placement	Radiation exposure
Improper lifting	High or low temperature exposure
Improper position for task	Inadequate or excess illumination
Servicing equipment in operation	Inadequate ventilation.
Horseplay	
Under influence of alcohol and /or other substances	

<b>Basic Causes – check all as appropriate</b>	
Personal Factors	Job Factors
Inadequate capability	Inadequate leadership/supervision
Lack of knowledge/ training	Inadequate engineering
Lack of skill	Inadequate purchasing
Stress	Inadequate maintenance
Improper motivation	Inadequate tools/equipment
	Inadequate work standards
	Wear and Tear
	Abuse and/ or misuse