# Accident Report – Simple

## Who

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Time</th>
<th>Witness</th>
</tr>
</thead>
</table>

## Description

**What happened?**

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**Where did it happen?**

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2. Accident Report – Detailed

### Who

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Time</th>
<th>Witness to the accident</th>
</tr>
</thead>
</table>

### Description

- **Nature & extent of injury**

- **Exact location**

- **What was the person doing at the time of the accident?**

- **What caused the injury?**

- **Describe in detail how the accident occurred.**
3. Completed Accident Report

**Who**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Time</th>
<th>Witness to the accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Jones</td>
<td>6/15/03</td>
<td>2:15 p.m.</td>
<td>James Smith</td>
</tr>
</tbody>
</table>

**Description**

<table>
<thead>
<tr>
<th>Nature &amp; extent of injury</th>
<th>Exact location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken leg</td>
<td>Kitchen</td>
</tr>
</tbody>
</table>

What was the person doing at the time of the accident?

*Mary was cleaning the prep area.*

What caused the injury?

*The wet floor.*

Describe in detail how the accident occurred.

*Mary was cleaning the prep area and slipped on the wet floor.*