

Project Name		Project Number	
Location		Project Manager	
Site Manager		Report Date	

Monthly Incident Information	Number
Average number of persons employed on the project during the reporting month	
Hours worked this month on the project-all personnel	
Number of Major Injury/Incidents Refers to any incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
Number of Non-Injury/Incidents Refers to any incident requiring First Aid treatment on site.	
Number of "Over 3 day Reportable" Injury/Incidents Refers to any incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
Number of "Over 7 day Reportable" Injury/Incidents Refers to any incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	
Total Number of Lost Time Injury Days	
Number of Near Misses Reported Refers to any incident where injury or damage could have been the outcome and where lessons can be learnt from a critical analysis.	

Breakdown of Accident totals	Body Areas Affected							
	Head	Eyes	Torso (Front)	Torso (Back)	Arms	Hands/ Wrists/ Fingers	Legs / Ankle	Feet (including toes)
Manual Handling								
Slips Trips and Falls								
Cuts and/or Burns								
Falls from Height								
Hit by falling material								
Hit by flying material								
Hit by moving vehicle or plant								
Other								

Near Misses	Number
Number of Near Misses Reported Refers to any incident where injury or damage could have been the outcome and where lessons can be learnt from a critical analysis.	
Potential for Injury	
Potential for Damage	
Potential for Interference to Client Business	
Unplanned Alarms/Evacuations of Client Premises	

Environmental	Number
Number of environmental incident(s) For example, spillages, contamination etc.	
Details of environmental incidents:	

Health and Safety Monitoring	Number
Number of daily activity briefings conducted	
Number of tool box talks delivered	
Subject(s) of tool box talks, and details of any other relevant training carried out:	