**NRPB**

**ENTERPRISE SUPPORT PROJECT**

**Event (Accident/Incident) Reporting Template for MSMEs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | |
| **Business name** | Click or tap here to enter text. | | | | |
| **Address** | Click or tap here to enter text. | | | | |
| **Date of report** | Click or tap to enter a date. | | | | |
| **EMPLOYEE INVOLVED IN EVENT** | | | | | |
| **Employee’s Name** | Click or tap here to enter text. | | | | |
| **Job position** | Click or tap here to enter text. | | | | |
| **DESCRIPTION OF EVENT** | | | | | |
| **Date of event** | Click or tap to enter a date. | | | | |
| **Did the event occur during work time?** | Choose an item. | | **YES** | **NO** |
| **Location of event in workplace** | Click or tap here to enter text. | | | | |
| **Type of Event** | Choose an item. | | | | |
| **Other:** | | | | | |
| **In case of Accident** | | | | | |
| **Nature of injury(ies)** | Choose an item. | | | | |
| **Other:** | | | | | |
| **Location of injury(ies)** | Choose an item. | | | | |
| **Other:** | | | | | |
| **Describe in detail the origin of the event or what caused it. Answer the questions WHAT HAPPENED, WHEN, WHERE, WHY and HOW. Worker statement(s) can be included.** | | | | | |
|  | | | | | |
| **FINDINGS (INVESTIGATION OUTCOMES)** | | | | | |
|  | | | | | |
| **Actions taken** | | Choose an item.  Describe below:  In example: Immediate and Long-term actions taken; Where; When; to Whom; by Whom to correct or prevent even from happening again. | | | |
|  | | | | | |
| **ATTACHED TO THIS REPORT ARE** | | | | | |
| **Drawings** |  | | | | |
| **Photos** |  | | | | |
| **Diagram** |  | | | | |
| **Other** | Describe below | | | | |
| **Other:** | | | | | |