

Incident Witness Statement

The purpose of this statement is to record, in your own words, what you personally observed before, during, and after the incident. Please describe what you saw, heard, and did. Do not worry about spelling or grammar, we want your perspective as clearly and accurately as possible.

Witness Details:

Choose one: ☐ Witness ☐ Directly involved in the incident

Name: _____ Date: _____ Time: _____

Position / Role: _____ Contact #: _____

Employee or Contractor: _____ Company Name: _____

Department: _____

Incident Details:

Location of incident: _____ Date: _____ Time: _____

Full details of incident: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Describe your work task at the time of the incident: _____

Details of work and conditions in progress: _____

Incident Witness Statement

What were the hazards on site? Were they identified and controlled?

Describe additional details such as:

- “What was the weather, lighting, or noise level like at the time?”
- “Were there any unusual conditions or equipment issues that you noticed?”
- “Were there any instructions, alarms, or signals before or during the event?”
- “Has anything similar happened before that you are aware of?”

The information provided is based on my personal knowledge and recollection of the events described.

I acknowledge that these statements are true to the best of my recollection.

Signed: _____

Date: _____