

Slip and Fall Incident REPORT FORM

Incident Date and Time: _____

Incident Report Date: _____

Business Name and Address: _____

When was the incident reported?
Name of manager/employee notified: _____

Location Description:
(parking lot, sidewalk, aisle number) _____

Injured Person Name,
Contact Information: _____

1 Description of Incident:

2 Description of Injuries:

3 Treatment given? By whom? Transported to hospital?

4 Witnesses (Names, Contact Info)

Form completed by: _____

Date Completed: _____



How to Use This Slip and Fall Incident REPORT FORM

After a slip and fall, don't leave the premises before notifying the owner/management. Never refuse medical attention at the scene. If the owner/manager did not complete an incident report at the time of the injury, you can use this form to document your slip and fall.

Severe injury claims are best handled by a qualified personal injury attorney.

Minor slip and fall injury claims can often be settled directly with the property owner's insurance company, if you choose to proceed without an attorney.



Helpful Tips

- Sign and date this form, and make a copy of the front page to send to the business where you were injured. Keep this original form for your records.
- Describe the incident in detail. Explain exactly what you were doing and how you fell to the floor/ground. Be specific if there were unmarked hazards, like ice, wet floors, torn carpet, merchandise in aisles, etc.
- Never make excuses or apologize ("I should have watched where I was going") for your slip and fall.
- You may not have enough information to fully describe your injuries, but you can describe pain you experienced, inability to walk or move a limb, headaches, shaking, cuts, scrapes, lumps and bruising.
- Treatment may be first-aid provided by a store employee, paramedics called to the scene, or medical care given at the emergency room, urgent care center, or your personal physician soon after the slip and fall.
- Witnesses may include friends or family members who were with you, store employees, or other bystanders. Comments made by employees, such as "I'm sorry, I was supposed to clean that up!" can be helpful to your claim.
- Write down everything you remember as soon as possible after the incident, while the details are fresh in your mind.



Notes:
