

Incident / Accident Report

Construction & Infrastructure

Document type: Letter / notice · Generated 28 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produce a proper incident report with investigation — description, injury or damage, immediate cause, root cause, and corrective and preventive actions, plus a note on statutory reporting of notifiable accidents. Fill in your details below.

Purpose of this tool & output

Report incidents and prevent recurrence

How the output is used

Use the format to report an incident factually, with cause and corrective action, and to notify authorities where the law requires.

Who receives it

Internal safety/management; for serious/reportable incidents, the Labour Department/Inspector of Factories (DISH) as applicable.

How to submit / file it

Record immediately internally; statutory notifiable accidents must be reported to the authority within the prescribed time and format.

Who should vet it

The safety officer, and a labour-law consultant for any statutory notification.

Important cautions

AI-generated report; follow statutory accident reporting.

Companion documents

- Construction Safety Plan
- HIRA / Risk Assessment
- Toolbox Talk Generator
- PPE Policy & Matrix
- Work Permit System (Height/Hot Work)
- Site Safety Training Plan

processes vary by state and change over time — confirm with your state authority.