WHAT AN INCIDENT REPORT SHOULD INCLUDE

1. **Accurate**
All data must be clear and specific. Most inaccuracies are due to typos and simple grammar and spelling errors (e.g. incorrect details of names of people involved, date and time of the incident, contact numbers, etc.). Provide more specific details of what you are referring to and avoid any vague statements that may cause confusion. Lastly, always proofread your report before submission to see errors that you might have overlooked.

2. **Factual**
An incident report should be objective and supported by facts. Avoid including emotional, opinionated, and biased statements in the incident report. It should provide both sides of the story and should not favor one side. However, if there's a need to include statements from witnesses or patients, make sure to quote them.

3. **Complete**
Ensure that all essential questions (what, where, when, why and how) are covered in the incident report. Record not only the people who were injured and what caused the accident to happen, but also include details such as people who witnessed and reported the incident or those who will conduct an investigation. Anticipate what other significant details will be needed for any future study and investigation.

4. **Graphic**
Photos, diagrams, and illustrations should be included as supporting evidence. Take many photos of the injury, damage, and surrounding environment. This supplements the facts stated and provides more clarity to be easily understood by the recipient.

5. **Valid**
Upon completion, those who are involved in the incident (e.g. victim, witnesses, manager, reporter, etc.) should sign off to testify and validate all the information that was mentioned in the incident report. This confirms that the incident report is truthful and unquestionable.