

Slip and fall incident report

Store #: _____ Store name: _____

Incident information

Date: _____ Day of week: _____ Time: _____ a.m. p.m.

Location of incident: _____

Description of incident:

Weather conditions: _____

Walking surface conditions: _____

Incident reported when it occurred? Yes No

If no, how was it reported and when?

Claimant information

Last name: _____ First name: _____

Age: _____ Sex: Male Female If minor, was child supervised? Yes No

If no, explain:

Address: _____

Telephone: Home: (_____) _____ - _____ Business: (_____) _____ - _____

Why was customer in the store?

What was the customer doing prior to the incident?

Type and condition of footwear:

Bodily injury

Description of injury:

Treatment given (if any):

Was the injured person taken to a medical facility? Yes No

If yes, where? _____

How was he or she transported? (name of agency) _____

Name of attendant: _____

Witnesses

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

Investigation

Was incident site inspected immediately? Yes No Time: _____ a.m. p.m.

Inspected by: _____

How did we find out about the incident?

Describe conditions at scene:

Describe lighting conditions:

Was photograph taken of accident scene? Yes No

Were floor mats in place? Yes No

Condition of mats: _____

If floor was wet, were caution signs in place? Yes No

Eye glasses being worn? Yes No

If yes, type: _____

Cane or walker used? Yes No

If yes, why? _____

Was injured taking medication? Yes No

If yes, why? _____

Note: include a copy of the daily floor check log for the date of the accident

Additional information

Additional paperwork attached?..... Yes No

If yes, describe:

Signatures

Report completed by: _____ Signature: _____

Date completed: _____ Read and approved by: _____

Disclaimer: This material is designed and intended as general information only. This form was not drafted by an attorney and is not intended, nor shall be construed or relied upon, as specific legal advice.