



Incident Witness Form

Date/Time of Incident		Location of Resort	
Date/Time of Interview		Location of Incident	
Full Name		Supervisor/Caretaker	
Villa Number (if applicable)		Contact Number	
Contact Number		Interviewer	
How long have you worked for - lived at Palm Lake Resort?			
<p>Please take your time to fully describe the step-by-step sequence of events leading up to the incident. NOTE: If an insufficient quantity of information is provided further interviews may be required to establish facts</p>			
Task or activity being performed:			
Describe what you were doing before the incident:			
Who were you with?			
Detail step by step what happened (What PPE were you wearing? What did you see, hear, feel, or smell)?			
What did you do immediately after the incident?			
Please list other possible witnesses:			



Can you describe, or do you know of any other incidents that have occurred that are like this?

How do you think the incident could have been prevented?

Additional comments/observations (attach sketch, drawing or photos).

Interviewee	Signature	Date	Time
Interviewer	Signature	Date	Time