Klarstig

# Banking Workplace Incident Report

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Record the facts of an incident as soon as practical. Separate what you directly observed from information reported by others.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference ***

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Date of incident ***

November 14, 2026

**Time and time zone**

A visitor slipped on a wet floor near the entrance at 10:15 a.m. No injury; the area was dried and a warning sign placed.

**Location ***

Main hall, Room 2

**What happened in chronological order ***

A visitor slipped on a wet floor near the entrance at 10:15 a.m. No injury; the area was dried and a warning sign placed.

**People property or operations affected ***

Reach more local families this year and support a youth reading program with visible community results.

**Immediate action already taken ***

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**Witnesses or evidence references**

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

**Unresolved concerns and follow up needed**

(Free-text answer - not filled in for this example)

## Specific details

### Work area shift and organizational contact

Complete when relevant to this request.

Maple Street Community Center

### Task context people affected and practical follow up

(Free-text answer - not filled in for this example)

## Operating context

### Branch department or service reference

Complete when relevant to this request.

Operations

### Authorized contact and handling requirements without account credentials

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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