Klarstig

Customer Service 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

Organization branch or team concerned

Complete when relevant to this request.

Maple Street Community Center

Local requirements and constraints relevant to this document

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

Team specific details

Customer service team queue or case reference

Complete when relevant to this request.

Operations

Response expectations escalation route and customer handover needs

(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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