

# Hospitality Guest Injury Report

## Guest Information

Full Name

Room/Reservation Number

Phone Number

Email Address

## Incident Details

Date of Incident

Time of Incident

Location of Incident

Description of Incident

## Injury Details

Describe the Injury

Treatment Given (if any)

## Witness Information

Names of Any Witnesses

Witness Contact Information

## Staff Reported To

Staff Name

Position/Title

Date Reported

Time Reported

**Additional Comments**