**Incident Report Form**

**To be filled by the borrower/recipient/partner and submitted to the Country Director**

The borrower/recipient/partner is required to complete this form and notify the IFAD Country Director of any of the environmental, social or health and safety incidents listed here within 48 hours of being notified about the incident or accident.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Incident[[1]](#endnote-1)/Accident | | Time of Incident/Accident | | |
| Project Name |  | | | |
| Country/Location |  | | | |
| Type of Incident (you may tick more than one box)  ☐ Death ☐ Occupational injury/illness ☐ Discrimination ☐ Property damage  ☐ Environmental contamination ☐ Resettlement/compensation  ☐ Explosion ☐ Fire  ☐ Riots/law enforcement ☐ Use of forced/child labour  ☐ Security breach ☐Violations of FPIC[[2]](#endnote-2)/indigenous peoples’ rights ☐ Serious or multiple injuries ☐ Gender-based violence and abuse  ☐ Sexual harassment/sexual exploitation[[3]](#endnote-3) ☐ Loss of containment ☐ Vehicle accident ☐ Natural ecosystem disturbance ☐ Other  Type of Incident (you may tick more than one box)  ☐Death ☐Natural ecosystem disturbance  ☐Discrimination ☐Occupational injury/illness  ☐Environmental contamination ☐Property damage ☐Explosion ☐Resettlement/compensation  ☐Fire ☐Riots/law enforcement  ☐Forced/Child labour ☐Security breach  ☐FPIC/Rights ☐Serious or multiple injuries  ☐Gender Based Violence ☐Vehicle incident  ☐Loss of containment | | | | |
| Person(s) Involved[[4]](#endnote-4) | | | Contractor/Sub-Contractor | |
| Summary of Incident/Accident[[5]](#endnote-5) (short description of event) | | | | |
| Immediate Corrective/Preventive Actions Taken (to prevent recurrence and make situation safe) | | | | |
| Corrective/Preventive Actions to be Taken | | | | |
| Possible Causes of Incident/Accident | | | | |
| Action(s) to Prevent Recurrence[[6]](#endnote-6) | | | | |
| Submitted by: | | | Position: |  |
| Email: |  |
| Phone: |  |
| Date: |  |

1. Definition of serious incident: An event that has or is threatening to have a significant adverse effect on the environment, workers, or public or occupational health or safety and that occurs in any sub-loan or within the borrower/client/recipient activities. A serious incident includes an allegation that requires intervention by the police/other law enforcement authorities, such as death/severe threats to life, which: (i) have, or are likely to have a material adverse effect; (ii) have attracted or are likely to arouse substantial adverse attention of outside parties; (iii) are likely to become public knowledge including through adverse media/press reports or (iv) give, or are likely to give rise to material potential liabilities. This definition includes incidents caused by workers, facilities, equipment, or vehicles or vessels related to the project (regardless of the site of the incident and whether items were being used by authorized or unauthorized persons). [↑](#endnote-ref-1)
2. This procedure does not apply to sexual harassment, sexual exploitation or abuse incidents. Report such incidents promptly to IFAD’s Ethics Office. [↑](#endnote-ref-2)
3. Failure of Free Prior and Informed Consent. [↑](#endnote-ref-3)
4. Where an incident involves sensitive information in relation to a person or any risk of retaliation, the form shall not include any details of the identity of the persons involved without prior consent. [↑](#endnote-ref-4)
5. Indicate if there has been any previous communication between affected persons and the project concerning the event/issue. Attach photos if possible. [↑](#endnote-ref-5)
6. A root cause assessment (RCA) is required to identify previously overlooked issues, unsafe work practices, additional training opportunities and corrective actions to prevent similar occurrences. The RCA is submitted with the detailed Incident Report by an agreed date with IFAD. [↑](#endnote-ref-6)