

Reminder: Incident Reporting Procedures

Dear Team,

This is a reminder of the importance of our incident reporting procedures. It is essential that all incidents, regardless of severity, are reported promptly to ensure the safety and well-being of all staff.

Procedure Overview:

1. Report the incident to your immediate supervisor.
2. Complete the Incident Report Form within 24 hours.
3. Submit the report to the HR department.
4. Participate in any follow-up meetings as required.

If you have any questions regarding the reporting process, please feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]