

Incident Reporting Procedures

Date: [Insert Date]

To: All Shop Floor Employees

From: [Management/HR Name]

Subject: Incident Reporting Procedures

Dear Team,

As part of our commitment to safety and compliance, we must ensure that all incidents are reported promptly and accurately. Please familiarize yourself with the following incident reporting procedures:

1. Definition of an Incident

An incident is defined as any event that results in injury, damage to equipment, or poses a risk to safety.

2. Reporting Process

1. **Immediate Action:** Ensure the area is safe and attend to any injured personnel.
2. **Notify:** Inform your supervisor or management immediately.
3. **Document:** Fill out the Incident Report Form, available at [Location/Link].
4. **Submit:** Turn in your completed form to HR by the end of your shift.

3. Follow-Up

Management will conduct a follow-up investigation as necessary and provide updates as needed.

Your cooperation in following these procedures is vital to maintaining a safe work environment. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]