

Health and Safety Incident Report

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally report an incident that occurred on [Insert Date of Incident] at [Location of Incident]. The details of the incident are as follows:

Incident Details

Description of Incident: [Brief Description]

Date and Time of Incident: [Insert Date and Time]

Location of Incident: [Insert Location]

Involved Parties: [Names of Individuals Involved]

Injuries Reported: [Yes/No; If yes, provide details]

Actions Taken

[Describe any immediate actions taken in response to the incident]

Recommendations

[Provide any recommendations for preventing similar incidents in the future]

We take health and safety seriously and prompt action will be taken to investigate this incident thoroughly. We appreciate your cooperation in addressing this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]