

Subcontractor Safety Incident Reporting Procedure

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Subject: Safety Incident Reporting Procedure

Dear [Subcontractor's Name],

As part of our commitment to maintaining a safe working environment for all employees and subcontractors, we require that all safety incidents are reported promptly and accurately. Please follow the procedure outlined below:

1. Immediate Response

In the event of a safety incident, ensure all necessary emergency procedures are followed, including:

- Administer first aid if necessary.
- Evacuate the area if required.
- Notify emergency services if needed.

2. Incident Reporting

Once the immediate response has been addressed, the incident must be reported using the following steps:

- Fill out the attached Incident Report Form.
- Provide a detailed account of the incident including date, time, location, and a description of what occurred.
- Include the names and contact information of any witnesses.

3. Submission of Report

The completed form should be submitted to [Your Contact Information] within [Insert Time Frame, e.g., 24 hours] of the incident.

4. Investigation

Once the report is received, an investigation will be conducted to determine the cause of the incident and to implement corrective actions to prevent future occurrences.

5. Follow-up

A follow-up meeting will be scheduled to discuss the incident outcomes and any necessary changes to safety protocols.

Thank you for your cooperation in ensuring a safe workplace. Should you have any questions regarding this procedure, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]