

# Incident Report for Safety Breach

**Date:** [Insert Date]

**To:** [Insert Name of Main Contractor]

**From:** [Insert Your Company Name]

**Subject:** Incident Report - Safety Breach

## Incident Details

**Incident Date:** [Insert Date of Incident]

**Time of Incident:** [Insert Time]

**Location:** [Insert Location]

## Description of Incident

[Provide a detailed description of the incident, including what happened, who was involved, and any immediate actions taken.]

## Involved Parties

**Subcontractor Name:** [Insert Subcontractor Name]

**Employee(s) Involved:** [Insert Names]

## Investigative Actions Taken

[Describe any investigations carried out and findings from those investigations.]

## Recommended Actions

[Provide suggestions for preventative measures to avoid future breaches.]

## Conclusion

[Summarize the situation and express commitment to safety and compliance.]

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]