

Subcontractor Incident Management Guide

Dear [Subcontractor Name],

This document serves as a guide for managing incidents that may arise during the execution of our contracted services. The purpose is to ensure a prompt and effective response to any incidents.

Incident Reporting

All incidents must be reported immediately to [Designated Contact Person] at [Contact Information]. Include the following information:

- Date and time of the incident
- Location of the incident
- Nature of the incident
- People involved
- Immediate actions taken

Incident Classification

Incidents should be classified as follows:

1. Minor Incident
2. Major Incident
3. Critical Incident

Response Protocol

Upon reporting an incident, follow the relevant response protocol:

- For Minor Incidents: Document and resolve on-site.
- For Major Incidents: Notify management and gather further information.
- For Critical Incidents: Escalate to emergency services and senior management immediately.

Post-Incident Review

A post-incident review should be conducted within [time frame] to evaluate the response and prevent future occurrences. Ensure that all findings are documented and reported.

Thank you for your cooperation in maintaining a safe and efficient work environment.

Sincerely,

[Your Name]
[Your Position]
[Your Company]