

Incident Reporting Procedure Reminder

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder: Incident Reporting Procedure

Dear [Recipient's Name],

This is a friendly reminder regarding our established incident reporting procedure. It is crucial for all employees to adhere to these guidelines to ensure a safe and compliant workplace.

Incident Reporting Steps:

1. Identify and assess the incident.
2. Report the incident to your immediate supervisor.
3. Complete an incident report form within [time frame, e.g., 24 hours].
4. Submit the report to the HR department.

Please ensure you are familiar with these procedures and follow them in the event of any incident. Your cooperation is appreciated in maintaining workplace safety.

Should you have any questions, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]