

Incident Reporting Procedures

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name/Your Position]

Subject: Incident Reporting Procedures

Dear [Contractor Name],

This letter serves as a formal outline of the incident reporting procedures that must be followed by all contractors working on our projects. It is crucial for maintaining safety and accountability within our work environment.

Incident Reporting Steps:

1. Immediately notify your supervisor or project manager about the incident.
2. Ensure that any injured personnel receive medical attention if necessary.
3. Document the incident using the attached Incident Report Form.
4. Within 24 hours, submit the completed form to the Safety Coordinator.
5. Cooperate with any investigations into the incident, providing additional information as needed.

Important Contact Information:

- Supervisor: [Supervisor Name and Contact Number]
- Safety Coordinator: [Safety Coordinator Name and Contact Number]
- Emergency Services: 911

Failure to adhere to these procedures may result in disciplinary actions. Thank you for your cooperation in maintaining a safe workplace.

Sincerely,

[Your Name]

[Your Position]

[Your Company]