

# Construction Incident Reporting Procedures

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Reporting Procedures for Construction Incidents

Dear [Recipient Name],

In light of our commitment to maintaining a safe workplace, this letter outlines the procedures for reporting any incidents that occur on our construction sites. It is imperative that all personnel adhere to the following guidelines to ensure swift action and compliance with safety regulations.

## Incident Reporting Steps:

1. Ensure the safety of all personnel involved.
2. Assess the situation and provide necessary first aid.
3. Report the incident to your immediate supervisor.
4. Complete the Incident Report Form within 24 hours.
5. Submit the completed form to the Safety Officer.
6. Participate in any follow-up investigations as required.

## Incident Report Form:

The Incident Report Form can be accessed from the Safety Office or downloaded from our internal website.

Please remember that prompt reporting is critical in preventing future incidents and ensuring a safe work environment for all. If you have any questions regarding this procedure, feel free to reach out to your supervisor or the Safety Officer.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]