

Incident Reporting Guidelines for Construction Work

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Incident Report Guidelines Compliance

Incident Reporting Procedures

1. Ensure the safety of all personnel involved.
2. Report the incident to your supervisor immediately.
3. Document the details of the incident, including time, location, and individuals involved.
4. Complete the incident report form within 24 hours.
5. Investigate the incident with a designated team within 48 hours.
6. Submit the completed report to the Safety Officer.

Required Information

- Date and time of the incident
- Location of the incident
- Names of persons involved
- Details of the incident
- Actions taken following the incident
- Witness information

Follow-Up Actions

Post-investigation, corrective measures must be outlined and followed-up to prevent recurrence.

Thank you for your cooperation in maintaining a safe working environment.

Sincerely,
[Your Name]
[Your Position]