

Incident Reporting Policy

[Company Name]

Effective Date: [Date]

Purpose

Describe the intention of this policy, such as establishing procedures for reporting and documenting incidents in the workplace.

Scope

Indicate the employees, departments, and/or locations to which this policy applies.

Definitions

- *Incident: [Define what constitutes an incident in the context of this policy]*
- *Reportable Incident: [Describe which incidents must be reported]*

Policy Statement

State the policy regarding the reporting of incidents, including requirements and expectations.

Procedure for Reporting an Incident

1. *Identify and manage immediate risks or hazards.*
2. *Notify the relevant supervisor/manager as soon as possible.*
3. *Complete the incident report form with all required details.*
4. *Submit the completed form to the designated person/department.*
5. *Follow up as directed.*

Responsibilities

- *Employees: [Describe the reporting responsibilities]*
- *Supervisors/Managers: [Outline their role in the process]*
- *HR/Safety Department: [List responsibilities regarding incident investigation and follow-up]*

Confidentiality

Outline how reports and investigations will be managed confidentially.

Review and Revision

Describe when and how this policy will be reviewed and updated.

Approval

[Approved by: Name/Title]

[Date of Approval]

