

Worksite Incident Response Policy

1. Purpose

This Worksite Incident Response Policy establishes guidelines for reporting, investigating, and managing incidents that occur at the worksite to ensure the safety and well-being of all personnel.

2. Scope

This policy applies to all employees, contractors, and visitors present at the worksite.

3. Definitions

- **Incident:** Any unplanned event that results in or could result in injury, illness, damage, or loss.
- **Near Miss:** An unplanned event that did not result in injury or damage but had the potential to do so.

4. Incident Reporting Procedure

1. Immediately report all incidents and near misses to your supervisor or designated safety officer.
2. Complete an Incident Report Form within 24 hours.
3. Notify emergency services if necessary.

5. Investigation Procedures

- The safety officer will initiate an investigation promptly upon receiving a report.
- The investigation will seek to determine causes and identify corrective actions.
- Findings will be documented and reported to management.

6. Roles and Responsibilities

Role	Responsibility
Employees	Report incidents and cooperate with investigations.
Supervisors	Ensure incidents are reported and investigated; implement corrective actions.
Safety Officer	Receive reports, lead investigations, maintain records.
Management	Review investigation findings and ensure policy compliance.

7. Corrective Actions

All identified risks and root causes must be addressed promptly with appropriate corrective actions to prevent recurrence.

8. Training

Employees will receive regular training on incident response procedures and responsibilities.

9. Records Management

All incident reports and investigation findings shall be retained according to company policy and relevant legal requirements.

10. Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation or company operations.