



# SAFETY REPORTING & INCIDENT INVESTIGATION POLICY

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## 1. INTRODUCTION

[COMPANY NAME] is dedicated to maintaining a safe and healthy work environment for all employees, contractors, visitors, and stakeholders. This Safety Reporting and Incident Investigation Policy outlines our commitment to promptly reporting safety concerns, incidents, and near-misses. It also establishes the procedures for thorough incident investigations and continual improvement in safety practices.

## 2. SAFETY REPORTING

- **Responsibility:** All employees, contractors, and visitors are responsible for promptly reporting any safety concerns, hazards, incidents, or near-misses to their immediate supervisor, safety officer, or designated personnel.
- **Near-miss Reporting:** [COMPANY NAME] encourages the reporting of near-miss incidents, which are events that did not result in injury or damage but had the potential to do so. Reporting near-misses provides valuable insights for preventing future incidents.
- **Anonymous Reporting:** [COMPANY NAME] recognizes the importance of open and honest reporting. Employees and stakeholders are encouraged to report safety concerns and incidents without fear of retaliation. Anonymous reporting channels will be made available for those who prefer to remain anonymous.

## 3. INCIDENT INVESTIGATION

- **Incident Classification:** All reported incidents will be classified based on severity. This classification will help determine the level of investigation required.
- **Investigation Team:** [COMPANY NAME] will appoint trained personnel or teams to conduct thorough incident investigations. These teams may include safety officers, department heads, and relevant experts.
- **Timely Investigations:** Investigations will be initiated promptly after an incident is reported. The goal is to collect information while it is still fresh and accessible.
- **Root Cause Analysis:** Investigations will include a comprehensive root cause analysis to identify the underlying factors that contributed to the incident. This analysis aims to prevent similar incidents in the future.
- **Corrective Actions:** Based on the findings of the investigation, corrective actions will be developed and implemented to address the identified root causes and prevent recurrence.

#### 4. COMMUNICATION AND FEEDBACK

- **Communication:** [COMPANY NAME] is committed to transparent communication regarding safety concerns and incidents. Employees and stakeholders will be informed of incident investigation outcomes and the actions taken to prevent future incidents.
- **Feedback Mechanisms:** Feedback from employees and stakeholders will be actively sought and incorporated into safety improvement initiatives. This feedback may be collected through surveys, meetings, or anonymous reporting channels.

#### 5. TRAINING AND AWARENESS

- **Training:** [COMPANY NAME] will provide training to employees, contractors, and visitors on the importance of safety reporting, incident investigation, and the role they play in maintaining a safe work environment.
- **Awareness Programs:** Regular safety awareness programs and campaigns will be conducted to reinforce the organization's commitment to safety and encourage vigilance.

#### 6. POLICY COMPLIANCE

Compliance with this Safety Reporting and Incident Investigation Policy is mandatory. Failure to adhere to these guidelines may result in corrective actions, including disciplinary measures or training requirements.

#### 7. POLICY REVIEW

This Policy will undergo regular reviews to ensure that it remains effective in promoting safety and aligns with best practices and evolving safety standards. Feedback from employees, safety officers, and stakeholders will inform policy updates.



**COMPANY**

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Authorized Signature

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Print Name and Title

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Date