

# Workplace Injury Incident Report Procedure

The **workplace injury incident report procedure** ensures timely documentation and investigation of any accidents to maintain a safe environment. Employees must promptly report injuries, providing detailed information to facilitate accurate assessment and corrective actions. This process helps organizations comply with safety regulations and prevent future incidents.

## Incident Reporting Steps

1. **Immediate Action:** Ensure the injured person receives appropriate medical attention.
2. **Notification:** Notify the supervisor or designated safety officer as soon as possible.
3. **Documentation:** Complete an incident report form with the following details:
  - Date, time, and location of the incident
  - Description of the incident and injury
  - Names of affected and witnessing employees
  - Action taken and medical response provided
4. **Investigation:** Management or safety committee reviews the incident to determine root causes and recommend corrective action.
5. **Implementation:** Implement corrective measures to prevent recurrence.
6. **Follow-up:** Monitor the effectiveness of corrective actions and support employee recovery.

## Responsibility

- **Employees:** Report injuries and cooperate in the investigation process.
- **Supervisors/Managers:** Ensure prompt reporting, investigation, and corrective action implementation.
- **HR/Safety Department:** Maintain injury records and ensure regulatory compliance.

## Compliance

Adhering to incident reporting procedures helps organizations comply with occupational health and safety regulations and fosters a safer workplace for everyone.