

INCIDENT REPORTING AND NOTIFICATION CHECKLIST

NO	CHECKLIST	YES	NO	COMMENTS
1.	Incident is reported immediately			
2.	Supervisor or manager is notified			
3.	Incident report form is completed			
4.	All relevant parties are informed			
5.	Emergency services are contacted if necessary			
6.	Incident is logged in the incident register			

7.	Initial facts are gathered			
8.	Witnesses are identified and recorded			
9.	Scene is secured for investigation			
10.	Relevant authorities are notified (e.g., OSHA)			
11.	Notification to insurance company is made			
12.	Incident details are communicated to safety committee			
13.	Legal counsel is informed if necessary			

14.

All notifications are documented

15.

Timeliness of notifications is ensured

Further Comments & Action

Large empty rectangular area for providing further comments and actions.