

Incident Reporting Process

WC
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VERSION HISTORY			
VERSION NO.	1.3	CURRENT VERSION DATE	
EFFECTIVE DATE	8/10/2020	EXPIRATION DATE	
RESPONSIBLE PERSON	Chad Blake	SIGNATURE	Chad Blake
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	Chad Blake	APPROVAL	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. Introduction

Incident reports are critical to ensure information concerning an accident or incident are recorded while information is fresh in the minds of those involved. Incident reports and witness statements should be completed at the time of incident when possible.

2. Definition

Any event resulting in personal injury or property damage is considered an incident.

3. Types of Incidents

Injuries

Vehicle or Equipment Damage (WC Owned or Rented)

Property Damage (Customer or Public Owned)

4. Forms

Forms can be found on the server in: Y:\Westlund Concepts Forms\General Use Forms

5. Requirements

Incident reports must be completed for all incidents or accidents as defined in section 2. Witness Statements must be completed if a witness was present.

If an incident results in injury requiring medical attention, safety of the injured person is top priority.

Incident reports may be completed after medical attention is complete.

Any incident that results in the need for medical attention or property damage requires an immediate call to senior management (after contacting police, fire, medical).

6. Incident Review

All incidents will be reviewed by senior management, HR or safety to ensure proper actions are taken to address the need for revised policies or for disciplinary purposes when negligence has occurred.

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.