Contractor Incident Reporting Form



BENEFITS

When a safety incident occurs in your workplace, you must investigate it so you can take appropriate steps to ensure similar incidents don’t happen in the future. That’s why you should require workers to report all incidents to their supervisors. But that’s not enough. If your company uses contractors, you should also require contractors and their employees to report any incidents that they’re involved in or witness.

HOW TO USE THE TOOL

Adapt this form for your operations, OHS program and the requirements in your jurisdiction’s OHS laws. Give it to all contractors your company uses and train them on how and when to use the form while working for your company.