



## Accident Reporting Policy Template

In the event of an accident, employees are required to report any incidents immediately to their supervisor or HR department. This policy ensures that all accidents are documented and investigated thoroughly to prevent future occurrences. Employees must provide detailed information about the accident, including the date, time, location, and any witnesses present. It is crucial to follow this policy to maintain a safe work environment for all employees.

For more information on accident reporting policies, please refer to the Occupational Safety and Health Administration (OSHA) guidelines: <https://www.osha.gov/accident-reporting>.