# Hazard and Incident Reporting

This is intended to help organizations adjust and update their hazard and incident reporting policies and procedures to include identification and reporting and management of exposure to traumatic events.

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| Policy Number: | Effective Date: |
|  | Revision Date: |

## Purpose

Adjust your policy purpose statement to include recognition identification and reporting of exposure to traumatic events

## Legislative Requirements

List any legislative requirements pertaining the policy

## Policy Statement

Write your policy statement. You may want to:

* Identify where in your existing hazard reporting policy you need to consider adding exposure to traumatic events
* State how and to whom this addition to the policy applies within the organization
* Outline the expectations that your organization has for reporting exposure to traumatic events, how the information will be received, collected and handled within the organization include handling of personal, confidential and private information
* Identify roles and responsibilities and steps that each person (worker, supervisor, employer, return to work coordinator, etc.) will take to report exposure to traumatic events outlining specific steps, forms and procedures
* Explain how these how leadership will address these reports of exposure, how the workers have been exposed will be managed, this could include stating the steps the organization will take to engage workers who have been exposed in the organizations chosen interventions (i.e. EAP, Peer Support, Referral Program, Community Support, etc.)
* Outline what happens if someone does not follow the policy/procedure
* Commit to evaluation of your Hazard Reporting policy and procedures