



Media Production  
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## **Incident Investigation and Reporting**

AllPro USA has implemented the following procedures for reporting of an incident/accident and for the proper investigation of the circumstances that may be considered contributing factors. It is important these procedures be followed for each incident to assure AllPro USA's understanding of the event and for our ongoing safety improvements.

- **Incident Report:** Be certain to document all of the circumstances that may have been contributing factors in a workplace incident/accident as soon as possible after the occurrence. Waiting to document the occurrence may result in less detail of what led up to the incident. Be sure to write down your observations along with information provided by others. Be sure to provide the names and job titles of anyone that provided information that is used in your report. Submit this report to management within 24 hours of the incident.
- **Incident Investigation:** It is the responsibility of the Safety Coordinator to do a comprehensive investigation into any reported incident/accident. Take into account the first hand information provided by the person that was injured along with all witnesses to the accident. Include in your Incident Investigation Report steps

you believe may have prevented the incident/accident from occurring. Use this information to update the Safety Procedures that are in place.