

Document Name: Incident Reporting	Control Number:	 A CRH COMPANY	 A CRH COMPANY	 A CRH COMPANY
Revision Date: 11/12/25	Revision Number: 3			
Revised By: Ligia Pascual	Owner: Safety			

SOP: Incident Reporting

Purpose:

This SOP outlines the procedure for submitting incident reports to ensure timely and accurate documentation of workplace incidents.

Scope:

This procedure applies to all employees present at the site during the time of an incident.

Responsibility:

The most senior Supervisor/Employee on site at the time of the incident is responsible for submitting the incident report.

If the supervisor is unavailable, notify them and contact Safety for help submitting the incident report.

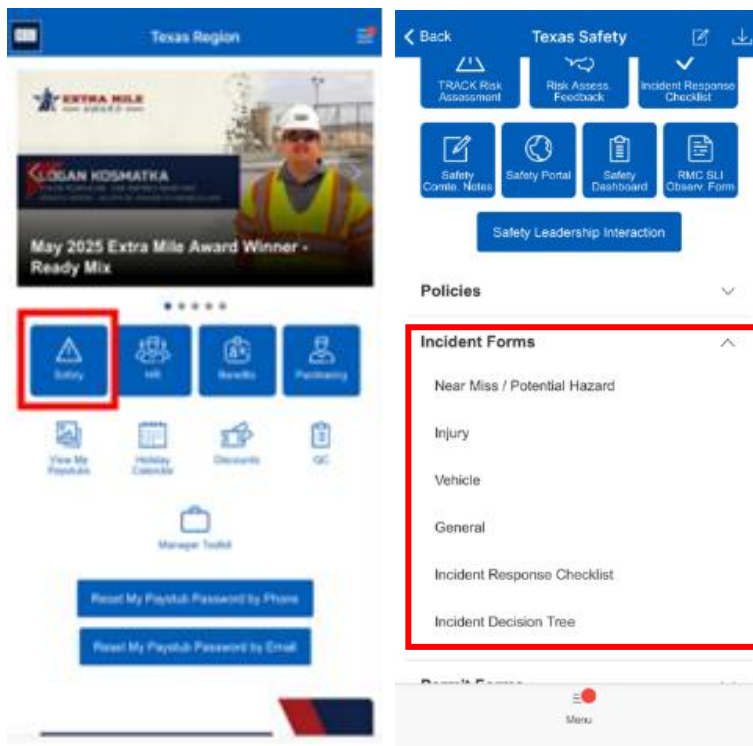
Procedure:

1. The incident report must be submitted within three hours of the event's occurrence. Exceptions to this three-hour timeframe are permitted only for the following reasons:
 - a. Serious injuries in which employees are taken to a hospital
 - i. Safety must submit a preliminary report by email to claims
 - b. Legal Privilege is necessary based on initial review of the incident
 - i. Safety must submit a preliminary report by email to claims
- 2) The report must contain only factual information. Speculations, assumptions, or opinions should not be included in the report.
- 3) Incident forms are available in the Employee App under the safety section.
- 4) The senior Supervisor/Employee must ensure that all relevant details are accurately documented. If needed for reference the incident checklist can be found in the employee app.

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Login to employee app.

1. Login to the One CRH Employee App - [Click here for login instructions](#)
2. Go to the **Safety** Module in the App
3. Click on the **Incident Forms** drop down
4. Pick incident form relevant to the situation
 - a. Injury – a company employee was injured
 - b. Vehicle – a company vehicle was involved in an event
 - c. General – mobile equipment was involved, third party event took place, property damage



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