



How to Report an Incident (Injury, Near Miss, Property Damage.)

If you are involved in or witness an incident or near miss **“a near miss is an event or hazard that does not result in injury, illness, or damage, but had the potential to do so”**, you must report it as soon as possible, and fill in the appropriate incident report on Site Docs. This helps prevent similar incidents from occurring and assists the Safety Department in the investigation process.

NOTE: If the incident involves violence or harassment, it MUST be reported to the HR department immediately and NOT on this form.

If you are unable to navigate to this form, please contact the Safety Coordinator immediately to report your incident.

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