

How to Report an Incident or Near Miss (Office Employees Only)

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. This helps prevent similar incidents from occurring and assists the Safety Department in the investigation process.

Any Incident MUST be reported to the Regional Safety Manager immediately via phone call. Completing a report is only for documentation purposes.

Please click the link to access the Incident/Injury Report form on SiteDocs: <https://app.sitedocs.com/>

If you're unable to access the form, please contact the Safety Department directly.

