

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

If you are involved in or witness an incident or near miss (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 may prevent similar incidents from occurring and aids the Safety Department in the investigation process.

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

Please click on the link below to be taken to the Incident/Injury Report form:

<https://app.smartsheet.com/b/form/9da16d46bd40413b918d1d543a96401c>

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

Site Employees: Please fill out the “Incident – Injury Notification” or “Incident – Near Miss” form on SiteDocs.

