GOAL ZERO IS POSSIBLE

Reporting a Safety Occurrence

How to report and examples of the different occurrences.

Why is reporting Important?

Reports helps create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm.

Participation:

- Reporting is a positive/good action that creates a proactive environment

- Employee participation is important to the success of any safety culture as they are the witnesses

- Allows for everyone to be educated about potential dangers in the work environment to share lessons learned

A Safety Culture Is NO ACCIDENT

What should be reported? Everything NO matter how Big or Small

    even Interventions

Who Should Report? Everyone

When Should you Report? Immediately

Who Should you Report it to? Your immediate supervisor.

A Safety Culture Is NO ACCIDENT

Who Should to Report Incidents to?

In the case that an incident occurs following order is the sequence that the incident should be reported:

1. Report the incident to your immediate supervisor or manager

   – **If you can not reach your immediate supervisor or manager; report the incident to your safety representative or another Compass manager.**

2. Your supervisor or manager will notify your safety representative

   A Safety Culture Is NO ACCIDENT

Types of reports

- **Intervention**- An act for the purpose of brining about a positive change

- **Hazard**-is a condition, event or circumstance that could lead to or contribute to an accident, injury or undesired event

  - **Unsafe Act-** a decision that someone makes that results in an action that is unsafe and can cause harm

  - **Unsafe Conditions**- a physical or environmental condition that is unsafe and can cause harm

A Safety Culture Is NO ACCIDENT

Types of reports

- **Near Miss-**is an injury or incident that almost happened but did not with a narrow escape

- **Incident**- is an injury or incident that occurred that resulted with a negative result

  - **Injury**- An event that results in harm/injury to an individual

  - **Property Damage**-Any form of damage caused to the property of the company due to negligence or intentionally by an individual who is not the owner

A Safety Culture Is NO ACCIDENT

Hazards

Unsafe Act (UA)

Unsafe Conditions (UC)

A flood damaged roadway in the southwestern U.S. (photo credit: NPS)

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Near Miss

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Incident

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