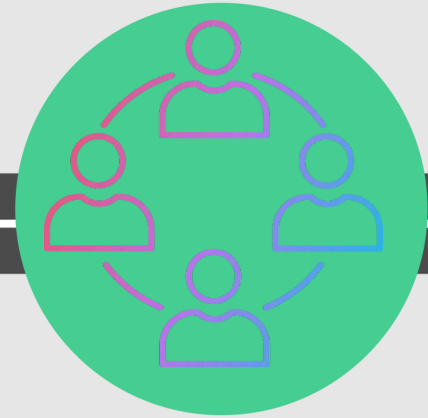


INCIDENT REPORTING

Reporting and investigating incidents is vital to identifying workplace hazards and safety program weaknesses. It's not enough to stop at the surface reason an incident occurs. Find the facts and not the fault; this will help you to refine your operating procedures and training programs.

DOCUMENT

Document and train your management team and supervisors on incident protocols. Make sure everyone understands how to handle medical emergencies, job-site injuries and property damages



SAFETY TEAM

Create an employee-management team for investigating incidents and a safety committee that identifies risks, reviews incidents and establishes goals for reducing incidents.

TRAIN

Regularly review your program with all employees and especially with new employees as part of the onboarding process.



GUT CHECK

Ensure your standards and procedures are reasonable and do not discourage reporting or discussions about safety.

STANDARDIZE

Anytime an incident occurs, review and determine if additional training or process changes are needed to prevent a recurrence.

