workrise™

Report Every Accident & Incident

No matter how trivial or small, all incidents and near-misses should be reported just as accidents are. Nothing is learned from unreported incidents. Hazards, causes, and contributing circumstances are lost if not reported. If you don't take the time to report near misses you are involved in, we may not learn from them. The fact that many incidents come within inches of being disabling injury accidents makes failing to report them all the more serious. Reporting is not about attributing blame, but more about identifying possible workplace issues so they don't happen again.

An incident can refer to any event – big or small, good or bad, intentional or unintentional
An accident is a bad event caused by error or by chance.

The "Swiss Cheese" of Workplace Safety
No Single Procedure is Perfect at Preventing Incidents

Risks → 1 Risk assessment → 2 Risk mitigation methods → 3 Reporting potential hazards → Employee

Incident reporting helps you identify the "hidden holes" or blind spots in your health & safety procedures.

REPORTING AN ACCIDENT

- **FOR *EMERGENCIES ONLY***
- **CALL 911 FOR LIFE THREATENING SITUATIONS**
- Next, contact the location Supervisor
- Lastly, notify Workrise HSE (Kenny Jones- (817-881-6616)

FOR *FIRST AID*
- Notify the location Supervisor
- CALL AXIOM 24/7 HOTLINE (281) 419-7063
- Email HSEreporting@workrise.com with:
  - Name
  - Phone Number
  - Date of Accident
  - Location
  - Client
  - Accident Details

REPORTING AN INCIDENT

- Notify the supervisor on-site of the Incident or hazard
- If you do not feel comfortable notifying the Supervisor on-site; email: HSEreprting@workrise.com
  - Name
  - Client Name
  - Work Site
- If you wish to remain Anonymous:
  - Go to Workrise.com and scroll to the bottom of page and Click Support Center
  - Click on the box "Safety Resources"
  - On the right, Click where it says "How do I report a safety concern or hazard at my work site"