



INJURY PREVENTION

Quick Review of Safety

Reporting Injuries and Near Misses

It is important that near misses and injuries be reported. We want to ensure an injured employee is given timely, appropriate care and also fix a hazard before further injury can occur.

WHAT TO DO IF YOU ARE INJURED AT WORK

- Report all work-related injuries immediately to your supervisor. *If the injury is life threatening, call 911.*
- If your injury is not life threatening, you and your supervisor should call the toll-free workplace injury hotline at **1.833.523.0277**. If your supervisor is unavailable, call the hotline directly.

REPORT MINOR INJURIES, NEAR-MISSES AND HAZARDS

- Report minor injuries, such as a bee sting, tick bite or cut, to your supervisor. A determination for taking further steps, such as calling the workplace injury hotline can then be made. Just because it does not hurt you now, does not mean it could not become worse in the future.
- Near misses should be reported. Even if no one was hurt, the hazard or conditions still exist that could cause injury to someone else.
- If you are unsure about whether something is a hazard, it is always best to assume it is. Trust your gut. Ask if something is hazardous or could be done more safely. You may identify a new hazard or safer way to complete a task. This helps us all.



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