

Incident Reporting

What do I do if I am injured or involved in an incident or near miss at work?

- Report to your supervisor and the store manager immediately and they will guide you to the next step.
- What is an incident? An incident is any event that has caused an injury to person, damage to property, or the environment, that needs to be reported to your supervisor.
- What is a near miss? Incidents that do not result in injuries, damage to property or the environment but still need to be reported to your supervisor.



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