

# SAFETY NOTE #6: WHAT HAPPENED??

If you are involved in, or witness, an incident or near miss related to safety, REPORT IT!!

## WHAT DO YOU NEED TO DO

- 1<sup>st</sup> – IF NEEDED, GET TREATED -- FIND THE FAQ HERE: <https://risk.arizona.edu/faq/workers-compensation#collapse-81>
- 2<sup>nd</sup> – You and / or your supervisor need to file an incident report with the University of Arizona Risk Management at <https://risk.arizona.edu/insurance/incident-reporting>, or in UAccess Employee, under Employee for yourself, or Manager for Supervisors
- 3<sup>rd</sup> – You and / or your supervisor and / or witness need to file an incident / near miss report with the Executive Safety Committee (copy attached), or you may find either a Adobe or Word version on the Steward Observatory Safety page (under SO Resources / Safety <https://www.as.arizona.edu/steward-observatory-safety-manual#Near-Miss>)

## YOUR INCIDENT REPORT TO THE UA IS IMPORTANT.

It is required within 24 hours and provides the basis for treatment or potentially current or future claims

## YOUR INCIDENT AND NEAR MISS REPORTING TO THE SAFETY COMMITTEE IS IMPORTANT.

It provides valuable information that allows us to:

- Recommend changes to policies and procedures
- Provide presentations that provide the most relevant information to all of us
- Develop / recommend safety courses that provide a more in-depth understanding of risk and risk management

Be conscious of safety in your work, with your team, and in your surroundings, including at home too!!

Thanks for taking time to review this important information!!!