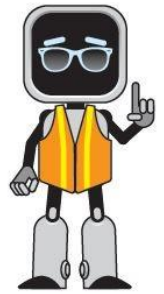


# EHS | RETAIL INCIDENT & ACCIDENT REPORTING



## INCIDENTS

Incidents are generally accidents or events that cause injuries to workers or damage to property or equipment. Additionally, incidents can be “near misses”, which are safety incidents that do not result in injury, illness, or death but had the potential to require medical attention or otherwise cause pain or injury.

## SAFETY INCIDENT REPORTING

Incident reporting is the process of recording workplace incidents that do, or could, result in an injury. This data can then be used to determine what steps can be taken to prevent the incident from happening again.

To be as effective as possible, all incidents and injuries should be reported immediately after the event, so the details of the occurrence are still fresh and can be accurately shared. This includes serious injuries to minor events. Some examples include:

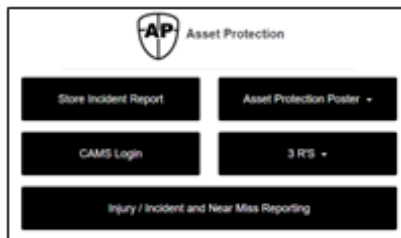
- If the First Aid Kit contents are used
- When a slip, trip or fall occurs.
- A near miss or close call
- An observation around an unsafe condition
- A customer incident

### How to Report

1. Start here: Ciao! Toolkit – Asset Protection



2. Then select “Injury / Incident and Near Miss Reporting”



### Injury / Incident and Near Miss (Close Call) Reporting

Complete this form to report injuries/accidents or accidents that occur.

2B. Form is accessible also through QR Code:



3. An online Form will open and allow you to select what type of report you need to make.

4. Above-described form submission must be carried out simultaneously with the Work Compensation notification to SEDGWICK which **MUST ALWAYS BE** carried out immediately from the location where the accident occurred!

5. If the case involves a client, remember to always point it out directly to the brands LEGAL referent using their standard form. Please reach to [EPaxton@luxotticaretail.com](mailto:EPaxton@luxotticaretail.com) for relative legal form requests.



Don't forget to share your feedback and suggestions on how we can improve our health and safety programming!