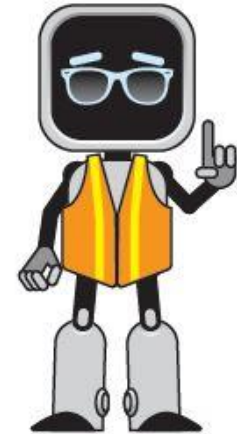


Incidents are generally accidents or events that cause injuries to workers or damages to property or equipment. Additionally, incidents can be “near misses”, which are safety incidents that do not result in injury, illness, or death but had the potential to require medical attention or otherwise cause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



**What is safety incident reporting?**

Incident reporting is the process of recording workplace injuries, including near misses and accidents. It includes documenting all the facts related to the incident such as what happened and how it happened.

It is often followed up with an investigation, and analysis on how the incident can be prevented from happening again.

**What should be reported?**

Injuries to both associates and customers and of all types, from serious injury to just tripping and stubbing your toe, should be reported. This Some examples of when to file are:

- First Aid Kit contents used
- Injury in the workplace
- Illness report
- Near miss or close call
- Safety observation
- Lost time injury
- Medical treatment only incident

**Why should these incidents be reported?**

Reporting all incidences can help management identify issues or potential issues and create new programs or improve processes to create a safer workplace and prevent potential incidences from happening.

**When should these be reported?**

Incident reports should be completed immediately after a near miss, unexpected, awareness, or adverse events have occurred. This ensures that the involved individuals or witnesses can recall the details of the occurrence with clarity to fill the report form accurately.

**How do I submit a report?**

ASSOCIATE INCIDENCES	CUSTOMER INCIDENCES
Associate incidences should be reported using the “Occupational Injury/Illness Workers’ Compensation Forms”. (This is true even if you are not filing a claim.)	Customer incidences should be reported using the “Customer Accident/Incident Form”.
Email <a href="mailto:OccupationalHealth@luxotticaretail.com">OccupationalHealth@luxotticaretail.com</a> for assistance.	Email <a href="mailto:RiskMgmt@luxotticaretail.com">RiskMgmt@luxotticaretail.com</a> for assistance.

**NOTE: Complete instructions on how to file an incident report can be found in HR solutions.**