

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.

### 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

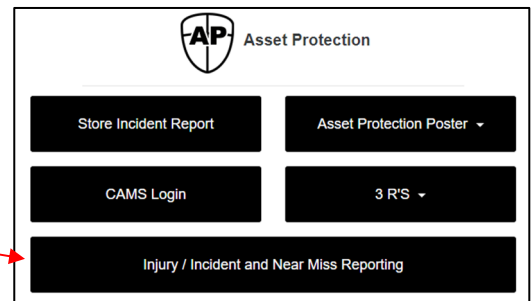


### How to Report

Start here: Ciao! Toolkit – Asset Protection

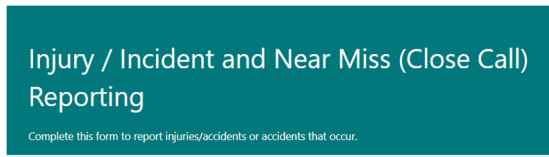


Then select “Injury / Incident and Near Miss Reporting”



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

- Injury / Accident (Employee – outside treatment)
- Injury / Accident (Employee – first aid or no treatment)
- Injury / Accident (Customer)
- Incident (No Injury – including chemical spills)
- Near Miss / Close call
- Safety Observation or Suggestion



In some situations you may be directed or asked to complete additional paperwork, but starting here will make sure you will follow the right direction!

Contact [RetailSafety@luxotticaretail.com](mailto:RetailSafety@luxotticaretail.com) with any questions.

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

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