

Reporting early

Early report. Early fix.

SPOT IT: Pause when you find yourself in a near miss situation or see early warning signs.

These are signals that you need to report what happened.

- 'This equipment isn't working properly...'
- 'That could have gone badly...'
- 'Ouch, that hurts...'

DO IT: Report it.

- Report near misses **the same day**.
- Report injury, hazards, equipment faults and behaviour shifts **as soon as you notice it**.
- Your **leader** is your first point of call.

SAY IT: What you can say to others.

'That was close. I'm reporting it now so it can be fixed.'



movewell

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Who should I contact for help or escalation?

This could be your leader, health and safety rep, facilities contact, or a colleague.

Name:

Role:

Contact:

Name:

Role:

Contact: