

ENVIRONMENTAL HEALTH AND SAFETY

FACILITY AND OCCUPATIONAL SAFETY

INCIDENT REPORTING



First Report of Injury (FROI) or Near Miss

Injuries can happen – it's part of being human. If you experience an incident or a near miss, please report it to your supervisor within 24 hours.

Failing to do so could delay necessary care and impact workers' compensation. More importantly, reporting incidents promptly allows us to address the situation and help prevent future injuries.

It's important to consider the potential severity of seemingly minor incidents. Don't focus solely on the actual outcome—what could have happened is what truly matters.



Administrative Operations

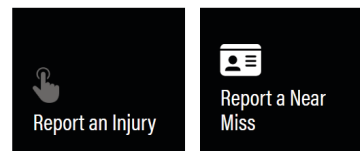
Please reach out to EHS if you have questions, need assistance with forms or any support with investigations.

EHS - Facility and Occupational Safety
FacOccSafety@groups.purdue.edu
765-494-6371

How to Report an Incident or Near Miss

Step 1: Please complete the FROI or Near Miss form via the EHS Website

<https://www.purdue.edu/ehps/rem/>



Step 2: Complete the Investigation Form with the employee(s) if possible. Determine the root cause and corrective actions, as necessary.

Remember, this process is about fact-finding, not fault-finding. Consider asking the employee to demonstrate the task and explain the environment and other factors that may have contributed to the incident.