Even the smallest accident or near miss must be reported

Keep your work environment tidy and free from clutter.

If you see something unsafe - fix it if you can.

If you cant fix it - report it to your supervisor or manager before someone gets hurt.

If you have been hurt at work report it to your supervisor or manager immediately.

If you witness someone getting hurt - make sure they are alright and then report it.

Look out for yourself and your colleagues.

Do not use defective equipment or machinery.