

## MISHAP REPORTING

**Near Miss:** A near miss is an incident that occurred that could have resulted in an employee injury. It could be considered an “almost” injury. A Near Miss should be reported to a supervisor since it may be the result of a facility hazard, or improper working techniques that need to be identified, investigated, and remediated, e.g., i.e. uncovered electrical outlet, missing wet floor signs, bending & lifting.

The supervisor can report this Near Miss into ESAMS but is not required to do so. The supervisor can also write this Near Miss on the paper copy of the Employee Mishap Form and keep it in either the employee’s file or in a separate Mishap File. The Employee Mishap Form can be downloaded from [mccslejeune.com](http://mccslejeune.com) website, Human Resources, Forms.

**Employee Mishap:** All employee mishaps are required to be reported to a supervisor. If an employee gets hurt and requires first aid and/or medical treatment, an ESAMS Mishap Report is required to be submitted. If an employee gets hurt and no first aid or medical attention is required, the supervisor should prepare a paper copy of this incident, downloading the Employee Mishap Form from the MCCS Website, and retain this document. The supervisor shall get the injured employee to sign the Mishap Form stating that the injured employee does not want to seek immediate medical treatment. The supervisor may report this injury into ESAMS. However, per OSHA requirements, since there was no first aid or medical treatment required, the supervisor is not required to report this incident into ESAMS.

Subsequently, if at a later time, the injured employee decides to seek medical treatment for the previously reported injury, an ESAMS Mishap Report is required to be reported. The narrative statement in ESAMS should address the time lag between the injury and the time medical treatment was sought.

**Patron Mishap:** A Patron Mishap is defined as a patron/customer that has been injured in an MCCS facility. MCCS employees that are injured in our facilities, that are not working on the day of the mishap are considered patrons. All Patron Mishaps need to be reported to the Manager on Duty. The Patron Mishap form shall be filled out, and copies sent to the Operations Officer and to the Safety Officer. These copies can be sent via Email, Fax, or guard mail. The Fax numbers for the Operations Officer and Safety Officer are located on the second page of this form. The Patron Mishap Form can be downloaded from [mccslejeune.com](http://mccslejeune.com) website, Human Resources, Forms. Patron Mishaps shall not be submitted into ESAMS as this database is used to report employee injuries only.