

# ISSUE REPORTING

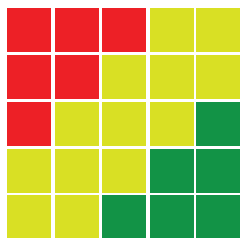
## 101 WHAT YOU NEED TO KNOW ABOUT REPORTING ISSUES IN YOUR COMPANY



### WHY YOU REPORT

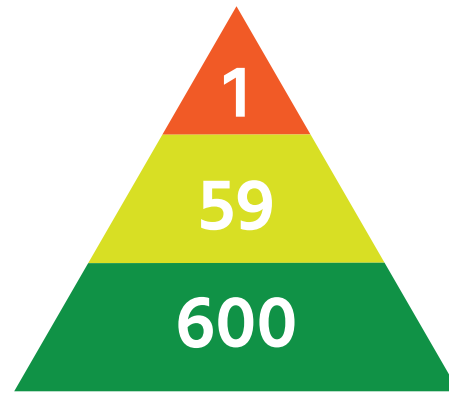
Safety is everyone's job, including you.

Reporting issues is about providing safety managers with the information they need to make good safety decisions.



### WHY YOU SHOULD CARE

When you don't report, managers can't make good decisions and your safety suffers as a result.



### PYRAMID OF OCCURRENCE

This shows us that for every:

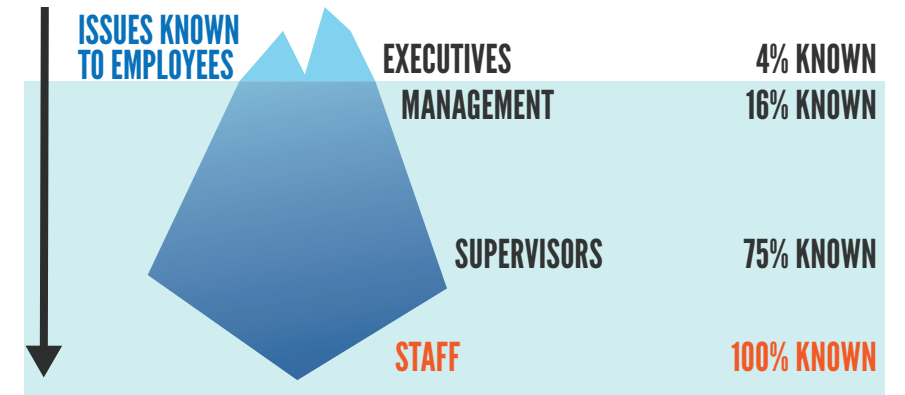
- 1 serious incident there are
- 59 minor incidents, and
- 600 conditions that lead up to it

Safety managers will be ignorant of these conditions and minor incidents unless you report them! Safety managers depend on you.

### WHAT YOU SHOULD REPORT

Report all concerns and conditions, no matter how trivial they seem. Trivial things can lead to major problems over time.

When you report "trivial" concerns, safety managers can be aware of them and stop them before they lead to greater danger.



### ICEBERG OF IGNORANCE

Managers and executives have far less understanding about what issues face the company than operational employees and staff. The only way for managers to be aware of these issues is through staff and employees reporting them!



### YOU ARE IT!

You are the first line of defense in safety. Reporting everything means reporting things like:

- Equipment not working optimally
- Forgetting to check tool counts
- Missing a step in a procedure
- Potentially dangerous behavior
- Something that seems "abnormal"