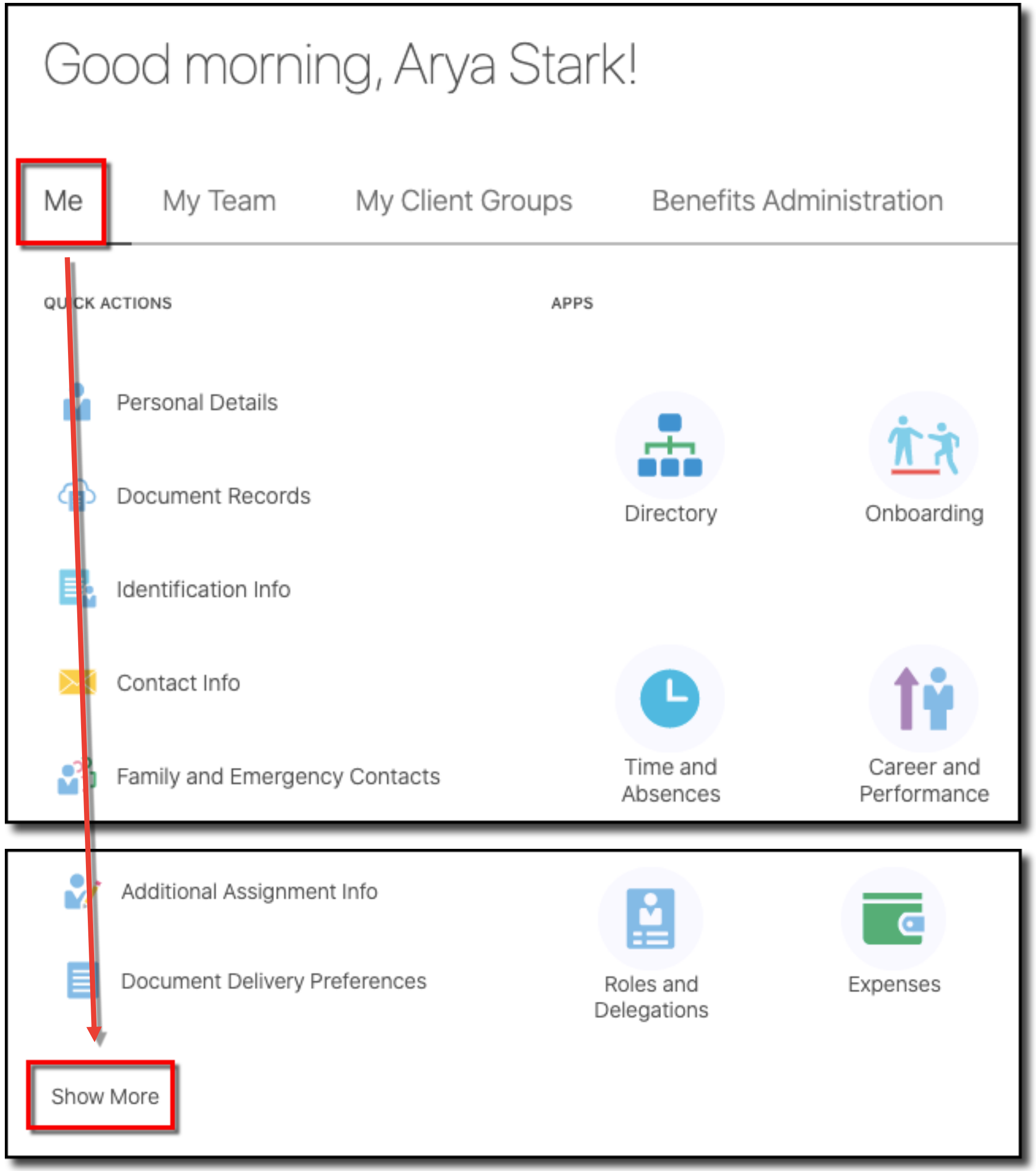
ESS – Recording a Safety Incident

1. Select **Me** to display your employee functions

2. Scroll down and click **Show More**



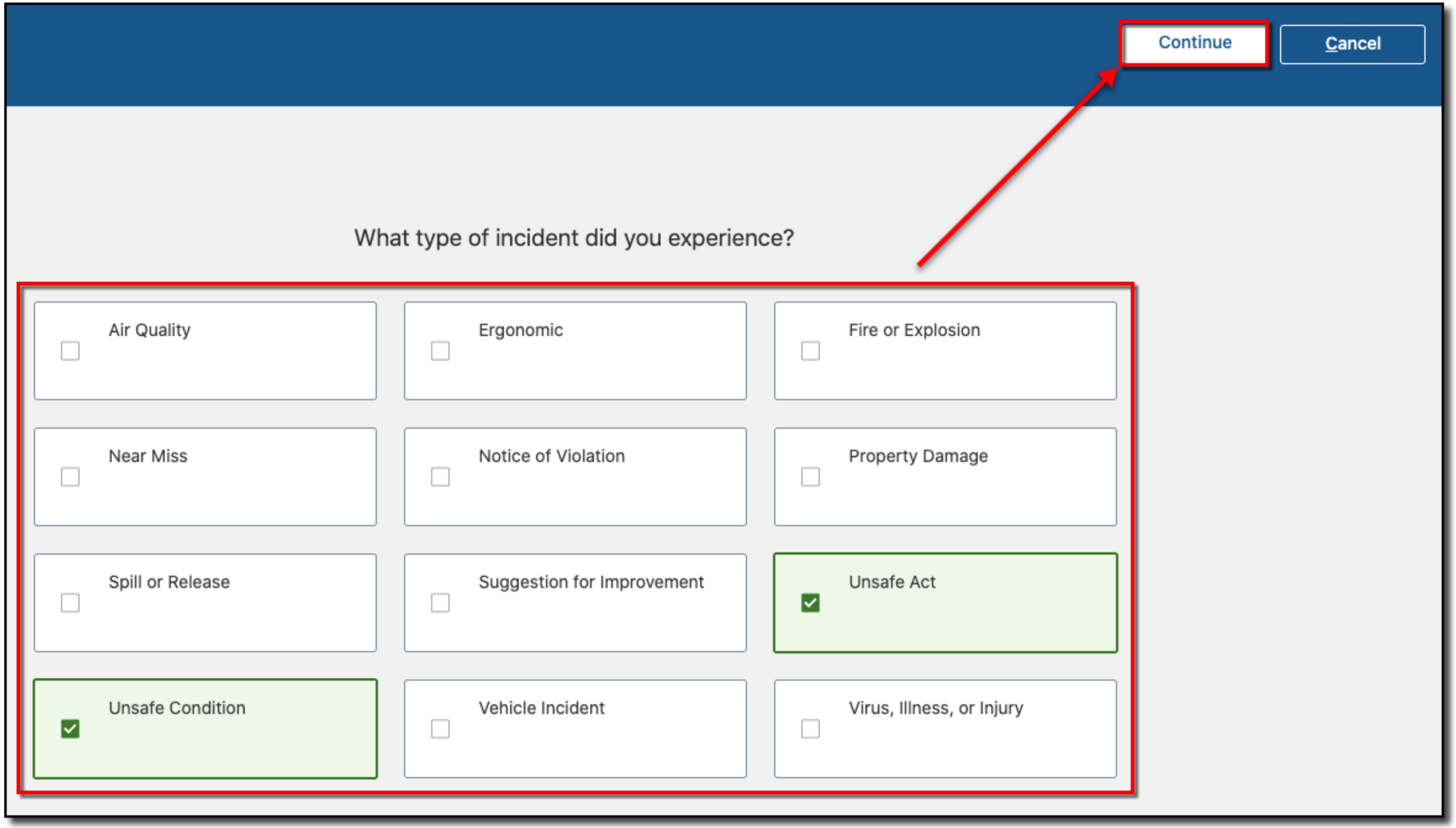
3. Click **Safety Incidents** under the **Health and Safety** heading

ESS – Recording a Safety Incident

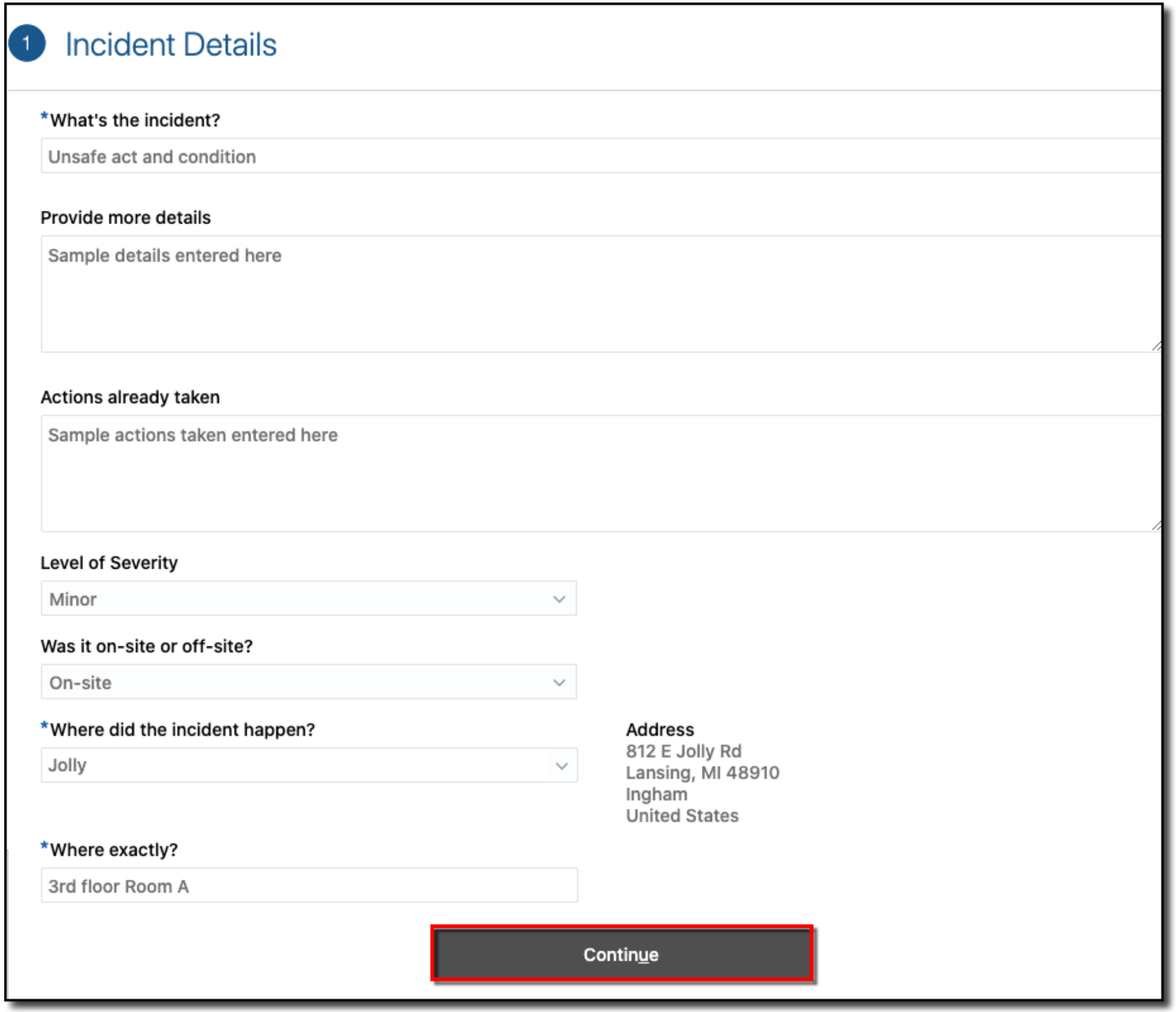
4. Select the Incident Type(s)

Note: You can select more than one incident type if it applies to your situation

5. Click **Continue**



ESS – Recording a Safety Incident

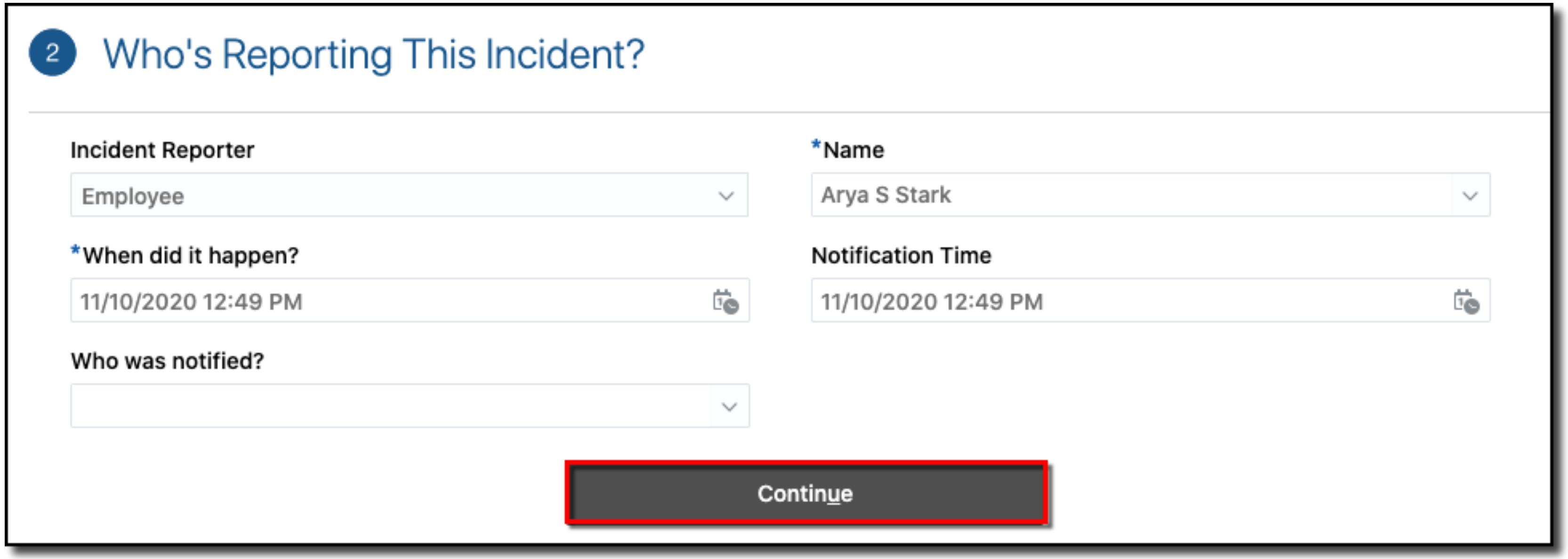


6. Enter the **incident details** including all required fields indicated with a blue asterisk

7. Click **Continue**

8. Enter the **Reporter** details

9. Click **Continue**



10. If applicable, drag or upload a supporting document or **attachment** to your incident report

11. Click **Submit**

Note: The incident will be routed to HR for review

End of Procedure