

Incident and Near-Miss Reporting

Please report every accident, injury and near-miss, however small. Reports are not about blame. They tell us which tools, habits or setups need attention before someone gets hurt.

What to report

- **Accidents and injuries**, from a cut that needed a bandage to anything that needed medical care.
- **Near-misses**: something that could have hurt someone but did not, such as kickback, a workpiece thrown by a tool, a small fire, or a tool that started unexpectedly.
- **Damage** to equipment or the building, including anything you broke yourself. It happens; just tell us.
- **Use of safety equipment**, such as a fire extinguisher or first aid supplies, so they can be replaced.

How to report

If anyone is hurt or in danger, **call 911 first**. See **Shop Safety: Emergency Information**.

Then report it by either:

- **Email**: info@waukeshamakers.com
- **Discord**: message a board member in **#general**

Helpful details to include: what happened, when, where in the shop, which tool or material was involved, whether anyone was hurt, and anything you think contributed.

If a tool was involved and is unsafe to use, also take it out of service. See **Shop Safety: Tagging a Tool Out of Service and Reporting It**.

Security cameras

The space has security cameras for the safety of members and property. Footage is reviewed only when necessary, for security or to look into a reported incident.

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