# Section: Workplace Conduct \_\_\_ Reporting Injuries & Illnesses

**Purpose**

To establish and maintain a comfortable and safe working environment.

**Practice**

We often take safety for granted in an office environment. Though we may not be exposed to the same degree of risk as a typical manufacturing firm or other facility, we should still recognize that safety risks are present and take steps to reduce the risk for injury or illness. Safety is everyone’s responsibility at PEERSTAR.

**Procedures**

* All work-related injuries and illnesses should be reported immediately to your manager or the Human Resources department, even if you are not sure whether it is truly work-related. Even small, insignificant injuries, left untreated can result in more serious conditions.
* Your manager (or a designated alternate) will complete an Accident Report. When injuries are reported immediately, accidents can quickly be investigated and corrective action taken to prevent another injury.

If you see any potential hazards that need attention, notify the Human Resources department immediately