Obtain a Near Miss / Mishap Form found on the MCCS SC on website.
Complete front and back of portions of the MCCS SC Near Miss / Mishap form.
Help Center Reporting Procedures

Select the MCCS SC Help Desk Button to begin reporting process
Select the “Review & Analysis” button to begin reporting process for a Near Miss or Mishap.
Help Center Reporting Procedures

Select the “Report a Safety Issue” button to open reporting process for a Near Miss or Mishap.
Help Center Reporting Procedures

Complete all sections of the MCCS Help Center report.

Location of Incident:
- MCX Parris Island

Name of location, include detail (building, parking lot, etc.)

Building #: 409

Building Number

Individuals Involved:
- Store Clerk

Provide detailed physical description, names (if known), and details (employee, patron, service member, etc.)

Location:
- Bidg 0409/0406 - MCX Main Store

Select the building where the safety issue is located

Summary:
- Store clerk fell on wet floor and hurt their back. They requested EMS and were transported to the ER for further evaluation. Store manager and HR notified of event. See attached MCCS SC Mishap form attached to this report.

Brief summary of incident:

Description:
- Slip Fall back injury

Provide as much detail including who, what, where, and when

Attach a photo of the Safety Issue.

Drag and drop files, paste screenshots, or browse

Browse
Reporting Procedures

Attach completed Mishap form to the MCCS Help Center report.

Complete process by selecting the send button to complete the MCCS Help Center report.
Reporting Procedures

If this the incident is determined by the MCCS SC Safety Officer a recordable incident, it will be entered into ESAMS by the reporting supervisor.