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Subject: Health and Safety

**Introduction**

This report aims to inform the reader about accidents on the company’s production sites and give advice on how to increase the safety of employees. The sources of this report are statistics about accidents that happened in the company between 2012 and 2018.

**Findings**

Firstly, the most significant fact is that the number of accidents rose steadily. Comparing 2012 and 2018 it can be observed that the number of injuries almost quadrupled. The main types of accidents in the previous year were slips or tripping of employees. The number of accidents happening because of moving objects is also rather high. However, less than two percent of the employees had injuries because of falling from heights or getting in contact with harmful substances.

**Reducing risks**

Therefore, the company needs to focus on preventing dangerous slippery floors. More precisely, this can be achieved by providing non-slip shoes in all sizes for the employees. Moreover, it would be advisable to make them wear a helmet, steel-toe boots, or some kind of protective clothing because nearly 20 percent had an accident caused by being hit by moving objects.

**Recommendations**

It would be advantageous for employees to pay attention at work. Furthermore, regular meetings on workplace safety could have a huge impact and decrease of injuries because the employees would be prepared and would know what to do when an accident happens. Labels and signs are also an effective way to warn of dangerous machines.

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