



# Toolbox Talks

## Reporting Injuries Quickly



Unsafe acts on the job can lead to workplace incidents resulting in injuries, illnesses, or fatalities. **Time is critical when reporting an injury.**

Workers must ensure they are familiar with the company incident reporting procedure and **must report ALL** work-related incidents quickly.

When workers report an incident quickly it can provide the company with valuable time to investigate the cause and **make sure that workers receive the medical care they need.**

An **injury** is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition, injury, or illness to a worker.

Immediately after a work-related incident occurs workers should:

- Ensure the scene is safe before entering.
- If needed, call local emergency personnel or 911.
- Administer first aid if authorized and needed.
- Not disturb the incident location.
- Take photos of the incident scene and location, any property damage, and equipment involved.
- Follow the company internal reporting procedure and **quickly notify the appropriate personnel that an incident has occurred.**

***OSHA Standard 1904.35(b)(1)(i) You must establish a reasonable procedure for employees to report work related injuries and illnesses promptly and accurately. A procedure is not reasonable if it would deter or discourage a reasonable employee from accurately reporting a workplace injury or illness.***

Sometimes an employee may believe they have a “minor” injury and decide not to report it or get the injury evaluated which may cause it to become worse.

➤ Complete a written incident report promptly while the details of what happened are easy to remember and still on the mind.

Employers and workers benefit from each incident that is reported quickly in these ways:

- Workplace hazards can be identified and then corrected or removed promptly.
- Corrective action plans developed after the reported incident can help reduce the potential for more incidents to occur.

