INJURY REPORTING

Time is critical when reporting an injury.

➤ 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:

1. Ensure the scene is safe before entering.

2. If needed, call local emergency personnel or 911.

3. Administer first aid if authorized and needed.

4. Not disturb the incident location.

5. Take photos of the incident scene and location, any property damage, and equipment involved.

6. Follow the company internal reporting procedure and quickly notify the appropriate personnel that an incident has occurred.

➤ Follow the internal incident reporting policy for each incident. This can aid in determining the significance of an injury and what the next steps may be for workers.

➤ Quickly report the injury to give the company the chance to provide options for proper treatment in a timely manner.

➤ Not following the reporting process can cause someone to miss out on receiving early treatment and may be a violation of company rules and procedures.

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

➤ Workers should never fear being punished or discriminated against because they reported an incident on the job.

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Discussion

How can taking photos at the scene of an incident be helpful in the reporting process?

What are the potential negative consequences of not reporting an injury quickly?

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