

# Tool Box Talk

## Incident Reporting

Incident reporting is a vital part of improving a safety program and claims management program. When an incident is reported and investigated thoroughly, controls can be implemented to prevent reoccurrence. Therefore, no matter how small, all incidents should be reported including near misses. A near miss is an unplanned event that could have caused damage to equipment, injury to people or loss in production but did not. Near misses are arguably even more important to report and investigate. This is because they can show root causes without injury, illness or damage occurring.

### Types of Incidents to Report

While many types of incidents can occur on a construction site, the list below highlights a few scenarios where you might be hesitant to report the incident.

- All injuries must be reported, no matter how minor. Even if it seems like a minor injury at the start, it could lead to a major injury later.
- When property gets damaged or a near miss where property could have been damaged.
- If a tool gets damaged, comes into contact with a person or other equipment, or if the tool could have caused injury or damage.
- All slips, trips and falls. This includes any tools or materials dropped from heights that could have hit someone.

As mentioned above, near misses are a type of incident that should be reported. Certain scenarios could be included as a near miss:

- Being left to work alone and not notified
- Working on a task that you are not properly trained for
- Operating tools/equipment you know are broken
- Failing to follow a lock-out/tag-out procedure
- Improper use or failing to use required PPE
- Improper use of a tool/equipment
- Failing to sign in and/or report to your supervisor for work. This includes leaving without telling anyone.

### Incident Reporting

When an incident occurs and a worker is injured, the incident must be reported immediately or as soon as reasonably practicable.

#### **NEVER LEAVE WORK WITHOUT** **REPORTING AN INJURY!**

To improve the safety program and ensure all incidents are investigated thoroughly, the following information should be collected:

- 1) The location of the incident with the date/time
- 2) Who was involved (include witnesses)
- 3) What type of incident was it?
  - a. Injury
    - i. How severe?
    - ii. Was medical aid provided?
  - b. Near miss
  - c. Property damage
  - d. Illness
- 4) What was being completed when it happened?
- 5) What were the conditions?
  - a. Weather
  - b. Lighting
  - c. Population
- 6) What equipment/tools were involved?

### Benefits of Incident Reporting

When incidents are reported and investigated properly, there are many positive outcomes. Not only does your safety program improve to prevent these incidents from occurring again, but your claims management process with WCB will be easier to manage. WCB looks at what happened, how it happened and what your corrective actions should be based on the information provided during an incident investigation. Lastly, when an incident is handled properly, this creates a valuable training moment for all staff and instills trust in the company to do the right thing when something happens.

Visit [scsaonline.ca](http://scsaonline.ca) or contact your advisor for more information on incident reporting and sample documentation:  
[https://scsaonline.ca/pdf/Incident\\_Invigation\\_Report.pdf](https://scsaonline.ca/pdf/Incident_Invigation_Report.pdf)