Incident reporting toolbox talk

29 CFR 1904.35, 1904.0, 1904.39, 1904.36, 1904.1

Date _____ Trainer _____ Location _____

Opening question

If you cut your hand or tweaked your back today, who would you tell, and how soon?

Why it matters

Reporting is how small problems get fixed before they turn into serious injuries. An injury that goes unreported may not get the care it needs, and the hazard that caused it stays in place for the next person. Near misses are free lessons: nobody got hurt this time, but the cause is still there.

Key points

1. **Report every injury and illness**
   Your employer must tell you how to report a work-related injury or illness, and must have a reasonable procedure for reporting promptly and accurately (29 CFR 1904.35(b)(1)). A procedure is not reasonable if it would deter or discourage a reasonable employee from accurately reporting. Report small injuries too, like cuts, strains and splinters, because they can get worse and early care helps.
   29 CFR 1904.35(a)(1)

2. **You have the right to report**
   Your employer must tell you that you have the right to report work-related injuries and illnesses (29 CFR 1904.35(b)(1)(iii)). It must not fire you or discriminate against you in any way for reporting one. Section 11(c) of the OSH Act also protects workers who report an injury, file a safety and health complaint or ask for access to injury records (29 CFR 1904.36).
   29 CFR 1904.35(b)(1)(iv)

3. **Report near misses and hazards too**
   A near miss is an event where nobody got hurt this time, like a load that slips or a tool that falls past someone. Reporting it lets the crew fix the cause before someone does get hurt. Report hazards as soon as you see them, such as damaged tools, missing guardrails, blocked exits or spills. If you can fix a hazard safely, fix it, then report it.

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4 Get care first, then give the facts

Get first aid or medical care first, then report as soon as it is safe. Tell your supervisor what happened, where and when, who was involved and what you saw. Stick to facts, not blame. Recording or reporting an injury does not mean that the employer or the employee was at fault, or that an OSHA rule was broken.

29 CFR 1904.0

5 Serious injuries go to OSHA fast

Employers must report a work-related death to OSHA within 8 hours (29 CFR 1904.39(a)(1)), and an in-patient hospitalization, amputation or loss of an eye within 24 hours. Reports go by phone or in person to the nearest OSHA Area Office, by phone to 1-800-321-OSHA (1-800-321-6742) or online at osha.gov (29 CFR 1904.39(a)(3)). Employers that do not have to keep OSHA injury records must still make these reports (29 CFR 1904.1(a)(1)). That is why your supervisor needs to hear about a serious injury right away.

29 CFR 1904.39(a)(2)

6 Every report should lead to a fix

A report only helps if something changes. The goal of looking into an incident is to find the cause and fix it, not to find someone to blame. If you report a hazard or near miss, ask what was done about it. Share what was learned with the whole crew, so the same thing does not happen on the next shift or the next job.

Scenario

Picture this: A laborer slices her hand on a sharp sheet metal edge. It does not look bad, so she wraps it in tape and keeps working because she does not want to slow the crew down. Two days later the cut is red and swollen, and the same sharp edge catches another worker. What should have happened after the first cut, and who needed to know?

Crew discussion

1. Who do you report an injury, near miss or hazard to on this job, and how?
2. What is one near miss you have seen, and what could we change so it does not happen again?
3. What keeps people from reporting small injuries, and how can we fix that?
4. How does near miss reporting keep all of us safer?

Bottom line **Report every injury, near miss and hazard right away, stick to the facts, and expect the cause to get fixed.**

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Sign-in sheet / Hoja de asistencia

Topic / Tema Incident reporting / Reporte de incidentes

Date / Fecha _____

Trainer / Instructor _____ Location / Lugar _____ Company / Empresa _____

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