Toolbox KITS

INCIDENT AND NEAR MISS REPORTING TRAINING

Incident and near miss reporting training

What to report, how and how fast, your rights, what goes to OSHA, and how reports lead to fixes

About 45 minutes, with a 10-question quiz

38 slides | About 45 minutes | 10-question quiz | English + Spanish

SAMPLE



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MODULE 1

The hazard: what goes unreported

- [ ] An unreported injury may not get the care it needs, and small injuries can get worse.
- [ ] The hazard that caused it stays in place for the next person.
- [ ] Near misses are warnings. Nobody got hurt this time, but the cause is still there.
- [ ] Late reports can mean lost details, missing witnesses and a scene that has changed.
- [ ] When people stop reporting, problems can stay hidden until someone gets badly hurt.
- [ ] Every report is a chance to fix something before it hurts someone.

SAMPLE

Toolbox KITS

Crew handout

Incident reporting: crew handout

29 CFR 1904.35, 1904.39, 1904.7, 1910.38, 1910.22, 1904.0

Do

- Report every injury and illness, even small cuts and strains
- Report near misses and hazards the same shift
- Get care first, then tell your supervisor right away
- Know the emergency number and the site address before you need them
- Stick to the facts: what, where, when, who and how
- Leave the scene as it is unless something must be moved for safety
- Ask what was fixed after you report
- Know who you report to when your supervisor is not around

Don't

- Don't wait until the end of the week to report
- Don't wrap an injury in tape and keep working
- Don't write blame instead of facts
- Don't let anyone talk you out of reporting
- Don't clean up the scene before anyone looks at it

SAMPLE

Remember **Report it, report it fast, stick to the facts, and expect a fix. You have the right to report without retaliation.**