

# >> TOOLBOX TALK - Documenting First Aid Incidents

## First Aid Reporting & Investigations

It's easy to maintain a safe and healthy environment by correcting situations that have caused or could likely cause injury. When an incident occurs, it is important to report the occurrence so actions, such as an investigation, can be taken to make sure that a similar or more serious incident does not happen again.

## Why is reporting necessary?

Incident reporting is necessary for the following reasons:

- For prevention purposes. Reporting enables the correction of the situation and helps prevent similar future occurrences.
- For legislative purposes. The Occupational Health and Safety First Aid Regulations states that, "A worker shall, on being injured, report the injury to the employer as soon as practicable following the injury." It also states that, "an employer shall ensure that every first aid kit... is provided with an approved register as prescribed by the minister in which shall be recorded particulars of a first aid treatment given to or sought by a worker while at work".



## When should I report incidents?

It is extremely important to report incidents right away, no matter how minor it may be. Even if the injury is minor or if there is no initial injury and you feel it is not worth reporting, the incident must be documented. The reason for this is that minor injuries can worsen over time and become more of an issue, or an ergonomic injury can become apparent several days or months after the initial cause. If this happens and there was no report of the incident, it may be difficult to argue that it happened at work. Furthermore, reporting an incident right away will allow for corrective action to be taken sooner, possibly preventing others from becoming injured, and ensure the details are accurate as the event will still be fresh in your mind.

## Demonstrate and Discuss

Discuss: the procedure for reporting first aid incidents (for example, who to report incident to); the location of first aid kits and registers; names of first aiders on site; etc.

**Complete and attach Toolbox Talk Meeting Form and process as per company policy.**

## TOOLBOX MEETING FORM

Date: \_\_\_\_\_ Project: \_\_\_\_\_

Supervisor: \_\_\_\_\_ No. in Crew: \_\_\_\_\_ No. Attending: \_\_\_\_\_

Review Last Meeting:

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	Names of Attendees (Signature Required)
<b>Topics Discussed (policies, practices, procedures, hazard assessment):</b>	
<b>Suggestions Offered:</b>	
<b>Action(s) to be Taken:</b>	
<b>Injuries/Accidents Reviewed:</b>	

Supervisor's Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_