



# Instructions for Completion Employee Incident Report

The purpose of this report is to:

- Collect factual data relating to the occurrence of a workplace injury
- Collect data for completion of the WSIB report
- Provide a systematic means to record incidents, document the results of investigations and note how, when and what corrective action will be taken
- Help to ensure the provision of prompt medical treatment
- Assist in the determination of the causative factors related to the incident
- Systematically collect factual data for statistical records
- Guide the investigator in conducting an effective investigation

ORIGINAL to be kept in "Employee Incident Report" file in H&S area/division

2ND COPY to injured worker's supervisor

3RD COPY to injured worker's occupational health or employee file

NOTE: Shaded information is considered confidential and should not be shared with the joint health and safety committee.

## Types of Incidents - Definitions

### Struck/Caught

- An incident in which a person has been struck abruptly or forcefully by some object in motion (e.g., box falls off shelf, employee jabs needle into finger, person pushing cart runs into someone) or a person is contacted non-forcefully by some substance or agent in motion that has an injury-upon-contact characteristic (such as being splashed by hot or corrosive solutions).
- An incident in which a person strikes abruptly or forcefully some stationary object in his/her surroundings (e.g., nurse strikes his/her leg against the crank of a bed) or comes into contact, non-forcefully, with some stationary substance or agent that has an injury-upon-contact characteristic (such as electrical shock).
- An incident in which a person is:
  - a. trapped in some type of enclosure or a part of a person's body is caught in some type of opening (e.g., a person is caught in an elevator or locked into a refrigerated room)
  - b. caught on some protruding object (e.g., a person's clothing gets hooked onto a handle or a person catches his/her hand on a sharp edge)
  - c. pinched, crushed or otherwise caught between either a moving object and a stationary object or between two or more moving objectives (e.g., a person jams his/her fingers between a wheeled cart and doorway).

### Fall

A fall on the same level on which a person was standing or walking, or when a person falls to below the level on which he/she was standing or walking.

### Slip/Trip

The person either slips or trips but does not fall.

### Overexertion

An incident is one in which a person puts excessive strain on some part of his/her body (e.g., an employee strains his/her back or some other part of the body).

### Harmful Substances/Environmental

An incident in which the employee is exposed to harmful conditions (e.g., toxic gases, fumes or vapours; toxic airborne particles; extremes of heat or cold; oxygen deficient atmospheres; radioactive radiation; intense light brightnesses, infectious diseases, blood/blood-stained body fluids, moulds/spores).

### Assault

An incident in which the employee is subjected to an untoward action by a patient or member of the public (e.g., a patient bites or strikes an employee).

### Repetition

An incident that develops over a period of time due to the repetitive nature of the task being carried out (e.g., pipetting, keyboarding).

### Fire/Explosion

An incident in which the employee is subjected to a fire or explosion in the workplace.

### Motor Vehicle Incidents

An incident in which the employee is involved in a motor vehicle incident during the course of his/her work activities.

## Direct Causes - Definitions

### Physical/Environmental

Contributing conditions such as machinery/equipment, house-keeping, physical agents, chemical agents, personal protective equipment, temperature (heat/cold), etc.

### Personal

Contributing actions such as unauthorized equipment use, improper body motion, working at unsafe speeds.

## Basic Causes - Definitions

### Job Factors

Work procedures, purchasing, design, training, engineering controls, etc.

### Personal Factors

Physical restrictions, lack of training, motivation, inadequate capability, etc.