Toolbox Talk

Topic: Report All Accidents

Prompt reporting of injuries allows for immediate medical treatment. Proper medical care is important to reduce the possibility of a minor injury becoming more serious, or even life threatening. It's critical to report all accidents to supervisors immediately.

Reasons for prompt accident reporting:

- Prevent minor injuries from becoming worse, more serious injuries.
- Accidents must be investigated, so causes can be identified to prevent the same injuries from happening again.
- Experience tells us that for every serious accident, there are a greater number of minor accidents and near-misses. When a minor accident or near-miss is ignored, the odds for a more serious accident increase.
- Some people don't regard a near-miss as an accident because there is no injury. If the cause isn't corrected, the stage is still set for another accident, perhaps resulting in an injury, or even fatality, the next time.

Examples of accidents to report:

- Slips, trips, and falls
- Dropped tools or equipment when working from heights (lifts, scaffold, crane ops)
- Pulled muscles or sprains related to work operations
- Struck by motor vehicles, equipment or material
- Contact between motor vehicles and people or stationary objects
- Cuts, punctures and burns
- Sudden illness caused by the work environment
- Work-related injury requiring first aid or medical treatment
- When something unusual happens and there is uncertainty if it's worthy of an investigation, its worthy to report

Help create a safe work environment by reporting all injuries, accidents and near misses so they can be investigated, the causes identified, and the risks eliminated.

STOP WORK AUTHORITY: All employees have the authority and responsibility to stop an operation when an obvious risk to life, safety or health to an employee(s) is imminent. There will be no negative consequence for employees who stop work and report the unsafe act/condition to their supervisor.

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Date:

Presented by:

Organization/Department Name

Attendee Printed Name	Signature

Comments: