



TOOLBOX TALKS

Guides for discussing safety.

Incident Reporting



Talk Leader: Ask the group the questions in bold.
You may read/refer to the unbolded text to facilitate discussion and understanding.



What is considered an incident?

Injury, illness, motor vehicle accident, environmental spills/releases, exposure to chemicals, exposure to bloodborne pathogens, property damage, near misses/good catches, stop work conditions. It is considered as something that did or could result in injury or illness.

How do I report an incident?

First off, make sure you are safe from other dangers before reporting the incident. Verbally report the incident by phone, email your supervisor/manager, and/or notify relevant site representatives. Control or contain the unsafe condition if authorized and able to do so safely. Submit documentation within 24 hours of incident to your manager and the Safety Department. Participate in investigation activities and/or apply corrective actions, as directed.

Provide an Example of Incident Reporting:

Tony is collecting concrete samples from a job site. He is placing the samples in the back of the truck and one of the samples falls and hits his left knee causing him to fall. He can get up, but his left knee is in a lot of pain. He notifies his supervisor of the incident and calls Nurse Triage. Nurse Triage directs him to the nearest urgent care for further treatment. Following the visit to urgent care, Tony fills out the Incident and Illness Report Form and returns it to his manager and the Safety Department for filing.

How do we prevent incidents from happening?

Although some incidents cannot be prevented, it's important to stay alert and aware of activities going on at the job site. If you see something that seems unsafe, be sure to stop the work and address the issue or hazard. Notify your supervisor and a site representative to address the hazard before work continues. Be sure to plan work and activities ahead of the project to account for predictable and unpredictable hazards. Pre-planning the work with a Job Safety Analysis (JSA) can help to address hazards before they begin.