

SAFETY TALK: REPORTING HAZARDS AND INJURY/INCIDENT REPORTING

Incident and injury reporting play an important role in preventing similar incidents from reoccurring in the future. All employees have a responsibility to report incidents, accidents, and hazards promptly. Reporting and resolving a hazard promptly before the hazard causes an injury is key. Hazards can be reported verbally and by completing the Injury/Incident Report forms. Hazards must be reported to your supervisor.

When an Injury/Incident form is required:

- An ergonomic injury as a result of tasks completed during the course of your work, e.g. repetitive strain from computer work, exposure to a chemical, strain from lifting heavy items, etc.
- An ergonomic injury as a result of physical conditions in the workplace, e.g. slippery surfaces, poor lighting, uneven surfaces, excessive noise etc.
- To report a hazard. A hazard is any source of potential damage or harmful health effects on something or someone under certain conditions at work, e.g. frayed electrical cord, missing tread on stairs, walkways in poor condition, etc.
- Reporting an unsafe act, noncompliance with procedures, policies or standards, e.g. not using PPE, disposing of broken glass in regular garbage, working with toxic chemicals outside of the fume hood, etc.

When an Injury/Incident form is NOT required:

- An injury has occurred at home and is not related to your work or the workplace
- An injury has occurred on the way to work, not on McMaster property
- The same incident, injury or hazard has already been reported by multiple employees
- An you or an employee become ill due to a medical condition not related to the work or the workplace
- An injury has been sustained as a result of a sporting activity not related to your work or the conditions of the building where the activity took place

Every worker has a role to play in making the workplace as safe as possible. A safe workplace starts with you.