



## **Accident Reporting Toolbox Talk**

Every workplace wants to keep accidents to a minimum; but sometimes they happen! It is essential, no matter how minor the accident is, that it is reported and recorded.

If you are injured at work, you must report the accident to your supervisor as soon as possible. Every workplace will have their own process and reporting system for accidents. Do you know how to report an accident in your workplace?

It is important to familiarize yourself with what your company's procedures are!

### **Why run a Accident Reporting Toolbox Talk?**

- Learn the importance of reporting all accidents that happen
- Fewer injuries mean higher productivity

### **What is an accident?**

- 'Accident' is an unplanned or uncontrolled event that resulted in harm
- Accidents are generally caused by unsafe acts, unsafe conditions, and failure to follow instructions; or a combination of all.

### **Why Report?**

- Accident reports provide answers to the question of what, where, when, who, how.
- Reporting all workplace injuries is important, because what seems minor at the time can get worse and lead to long term injury or illness.
- Failure to report can also lead to other workers being exposed to the risk of a similar accident happening to them.
- Reporting allows investigations to take place to help identify causes and take actions to prevent recurrence.

### **Once reported, why investigate an accident?**

- One of the most important reasons for investigating accidents is to ensure the safety of workers; because if you can identify the reasons why an accident occurred, you can put preventative actions in place to reduce the risk of the same or similar accident happening again



- Investigating accidents also allow companies to identify potential hazards at the workplace
- Trends which are noticed in accident causes can be identified, and prevention programs established

**Key takeaways:**

- Everyone on site must report all accidents, no matter how small.
- Be familiar with your company's accident reporting procedure.
- Accidents can often be prevented by reporting and investigating their causes
- The main objective of reporting is to learn from the accident and prevent it from happening again.