



WORKPLACE INJURY AND ILLNESS INCIDENT REPORT & GUIDE

Included:

Overview

Dos and Don'ts Checklist

Sample Workplace Injury and Illness Incident Report

1. Overview

Employees are some of the most valuable resources that a company has, and can contribute substantially to the success of a business. Unfortunately, accidents can happen and employees may be injured or become ill on the job or as a result of the work they're performing. In the modern workplace, it's essential that organizations to respond quickly to such incidents, and work to effectively resolve the matter and prevent recurrences.

In some cases, you may be required to report injuries to your local government, and to provide information about how, when, and where the incident took place. Moreover, your employee may need this information to obtain prompt medical evaluation and treatment and to qualify for payment of medical expenses and other benefits. Use the enclosed form to keep a record of all work-related injuries and illnesses that may occur at your company. Organized information about these incidents may protect your company from later lawsuits and can make your office safer for everyone who works there.

2. Dos & Don'ts Checklist

- The U.S. Department of Labor requires certain employers to prepare and maintain records of work-related injuries and illnesses. Generally, small businesses with 10 or fewer employees are exempt from most of the recordkeeping requirements, as are a number of specific industries classified as low-hazard. However, all employers must report any workplace incident that results in a death or the hospitalization of three or more employees.
- If you are required to prepare records, you do not have to send your completed forms to the U.S. Department of Labor unless they request specifically that you do so.
- According to the federal government, work-related injuries and/or illnesses should be recorded if they result in:
 - Death
 - Loss of consciousness
 - Absence from work
 - Restricted work activity or job transfer
 - Medical treatment (beyond simple first aid)

In addition, "significant" work-related injuries and illnesses as diagnosed by a doctor or licensed health care professional must be recorded, as well as any work-related cases involving cancer, a chronic irreversible disease, fractured/cracked bones, or punctured eardrums. Determining whether an injury or illness is recordable may take some consideration, and you should think carefully about if the specific matter fits within your federal and state requirements.

- Employees must provide as much information as possible about their injury or illness immediately after its occurrence. You must determine whether a case should be recorded within seven calendar days of its occurrence.
- Keep a copy of each injury and illness report for at least five years from the year in which the incident occurred.
- Although employees can provide some background on the events leading up to their injuries or illnesses, employers cannot rely solely on their reports of the events. Interview witnesses and supervisors to get a full picture of the incident.
- If you have one, your human resources or personnel department should be notified immediately after an injury or accident. They may have specific information about state requirements or a set internal process for such occurrences.
- Be as specific as possible in your written descriptions of the incident. This will be an essential record if questions later occur and may pave the way for changes to improve your procedures. Although it might seem like vagueness will disguise an unfortunate occurrence, this will reflect badly on your company in the long run.
- If you have privacy concerns relating to a specific case, you can leave the employee's name off of the form. Enter the phrase "privacy case" in the space requesting the employee's name. Keep a separate and confidential list of case numbers and corresponding employee names for these cases.
- Maintain the confidentiality of your report forms at all times. These forms may be disclosed only to auditors reviewing the company's safety and health programs, as necessary to process claims for workers' compensation or other insurance benefits, or to public health authorities/agencies in situations required by law.
- Some states have worker's compensation, insurance, and other reports that require additional information. Review your state and local laws governing employee injuries and illnesses to see if there are other requirements in your area.
- Employees and former employees are entitled to receive copies of their incident reports. If an employee, former employee, or personal representative asks for a copy of a report describing an incident that happened to them, you must provide a copy of the report by the end of the next business day.
- This injury and illness incident report is an essential form, but it is not the only form required by law. You must also maintain a Log of Work-Related Illnesses and an annual summary of occurrences. These forms are not provided with this package.

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Form Sample

[COMPANY NAME]
Workplace Injury and Illness Incident Report

Date: _____

Report completed by

Name:

Title:

Phone No: () -

EMPLOYEE INFORMATION

Full Name:

Employee ID:

Male

Female

Street Address:

Apt:

City:

State:

Zip Code:

Job Description/Title:

Hire Date:

Supervisor:

Birth Date:

Department:

DESCRIPTION OF ACCIDENT

Date of occurrence: