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## Reporting Incidents & Injuries

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# Supervising Safety Newsletter

The concept of incident/injury reporting has been around for quite some time. Though it was designed to improve safety in the workplace, there are still a number of reasons employees refuse to comply with this. Management and frontline workers need to understand why reporting an incident/injury makes a big difference in the safety, efficiency, and overall well-being of the organization and its members.

### Awareness of Threats

Reporting incidents/injuries is essential since it raises the organization's awareness about the things that can go wrong so that corrective and preventative actions can be taken promptly. This applies to industries involving manual labor, manufacturing with heavy machinery, office work, and many others. Without the communication channel provided by incident reporting protocols, a variety of threats to safety could go unnoticed and unresolved.

These threats include:

- Faulty or malfunctioning machinery/equipment.
- Improper behavior (sexual harassment, bullying, showing up to work under the influence of alcohol or banned substances, etc).
- Lack of safety equipment, training, and controls.

### Encourages Improvement

Incident/injury reports are great resources to ask questions about what the workplace is lacking. Often, seemingly minor incidents or injuries are symptoms of a much bigger problem. Such reports provide valuable, real-life data to management who can use it to assess whether additional training, better equipment, and/or new strategies are needed for the organization to level up.

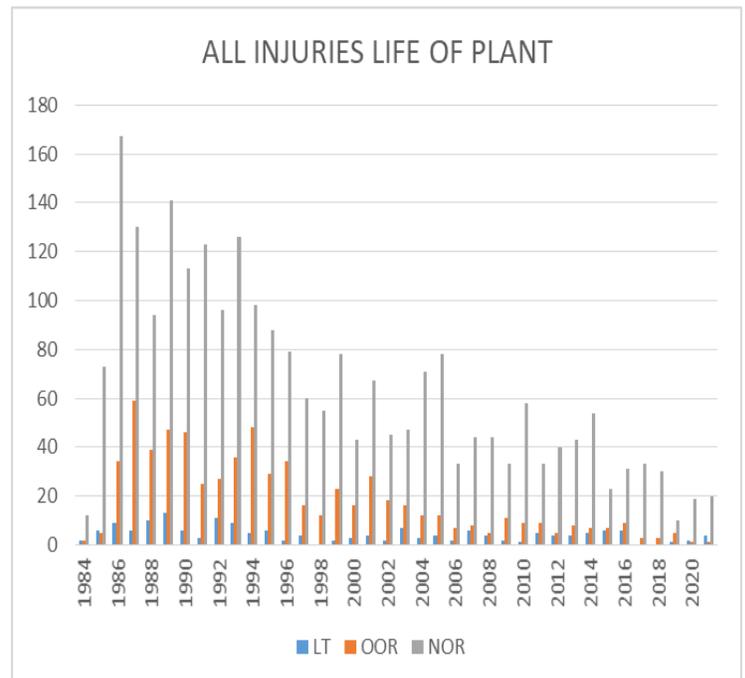
### Inspires Urgency

Simply mentioning something unusual that happened at work doesn't exactly give it an air of seriousness and urgency. An incident report is a legal document that prompts organizations to take immediate action for resolution. When writing incident/injury reports, get as many witness testimonies as possible to support its legitimacy and ensure that something is done to prevent future recurrence.

It is crucial that incidents are reported immediately or at least within the day of its occurrence, regardless of its severity. An incident report form is used to gather the details of an incident for formal documentation and investigation. Incident reporting doesn't only benefit an organization by improving safety, but it's a vehicle for all-encompassing growth and improvement.

Over the years, IPSC has seen significant improvement in the number of incident/injuries that happen each year. This is because of you! Employee willingness to take the time to work safely, use the proper PPE correctly, speak up if or when there is a concern, turn in safety suggestions, perform observations, and report incidents, injuries, and near misses all lead to improved safety at IPSC.

The graph below is a history of the number of injuries sustained at IPSC. Be proud of the continual improvement, but also realize that there is still a lot of work to do to ensure that no one gets hurt while working at IPSC.



LT = Lost time injuries

OOR = Other OSHA recordable injuries

NOR = Non OSHA recordable injuries