

TAILGATE TOPIC



TOPIC: **Injury Reporting**

OVERVIEW: Incidences involving injury can occur anytime and anywhere during the work day. Knowing what to do immediately following an injury is critical in assessing the extent of injury, administering first aid, and getting the level of medical treatment needed. Reporting and taking care of an injury as soon as possible are important in reducing the severity of the injury and further medical complications.

TALKING POINTS:

- All employees should be trained, know and have access to a copy of the emergency procedures and injury reporting process.
- When an accident occurs and an injury is involved, no matter how minor, it should be reported immediately.
- If the injury is of the extent that medical or emergency care is necessary, take immediate action to seek assistance. Call 911 and follow the reporting procedures for contacting your foreman or employer. The first minutes are critical.
- Reporting and receiving proper first aid or medical care for a minor injury is important. It may reduce the risk of further complications of the injury.
- Before working alone or in a remote area, you should review with your foreman, the emergency procedures and the injury reporting process. Establish a means of communications between you and your foreman.

- Know the location of first aid kits
 - Know who in your company is designated and trained to respond to emergencies and first aid.
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REVIEW QUESTIONS:

1. What types of injuries should be reported? (Answer: All accidents and injuries should be reported)
2. When should injuries be reported? (Answer: Immediately)
3. Who should know emergency procedures and how to report injury? (Answer: Everyone. There may be situations where no one is around the immediate area to assist. If you are working alone or in a remote area, you will need to know what to do in case of a severe injury calling for quick and critical action)

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