

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

INCIDENT, ACCIDENT, AND NEAR MISS REPORTING

Topic Overview

The importance of reporting incidents, accidents, and near misses in the workplace and what you need to know to comply with the regulations set out by WorkSafeBC (WSBC).

Hazards to be aware of

What's the Difference?

- Incident: An event that has the potential to cause injury or damage, even if no harm occurs.
- Accident: An unexpected event that results in injury, illness, or damage.
- Near Miss: An incident or unintended event with the potential for injury, illness, or property damage.

Why Report?

- Prevents Future Accidents: By reporting incidents, we can identify hazards or unsafe practices early on and take steps to eliminate or control those risks before they cause more serious problems.
- Improves Workplace Safety: When we report every incident, accident, or near miss, it helps us build a clearer picture of the safety issues we face, allowing us to improve safety protocols, provide better training, and make informed decisions about safety equipment and procedures.
- Legal Compliance: Reporting ensures that we comply with the Workers Compensation Act and WorkSafeBC regulations. Failure to report certain incidents can result in fines or other penalties for the company.
- Creates a Safety Culture: Reporting helps build a culture of safety where everyone feels responsible for looking out for each other. It encourages open communication, trust, and accountability, which ultimately reduces the likelihood of serious incidents.
- Protects You and Your Co-workers: Reporting near misses is just as important as reporting accidents. Sometimes, a near miss can be the first indication of a dangerous trend. By reporting it, we help prevent injuries to ourselves or our coworkers in the future.

What Needs to Be Reported?

- Injury or Illness: Any incident that results in a work-related injury or illness.
- Property Damage: When an accident causes damage to company property, equipment, or machinery.
- Near Misses: If an event happens that could have led to injury or damage, even if no harm occurred.
- Hazardous Conditions: If you notice unsafe conditions that could lead to accidents, even if nothing has happened yet.

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Report Immediately

- All incidents, accidents, and near misses should be reported as soon as they happen.
- It is crucial that you report incidents to your employer for the proper investigation to be completed, and steps can be taken to prevent future events.

Types of Incidents that are reportable to WorkSafe BC

- Section 68: States that an employer must immediately report any workplace accident that causes serious injury, death, or a work-related illness to WorkSafeBC.
- Section 69: Outlines the employer's responsibility to ensure the safety of workers and provides detailed reporting requirements for incidents and injuries.

Safety Tips

Key Takeaways

1. Always report incidents, accidents, and near misses immediately.
2. Your report helps us improve safety for everyone and comply with WorkSafeBC regulations.
3. Ensure you understand the specific types of incidents that need reporting, including injuries, illnesses, and potential hazards.
4. Review Sections 68 and 69 of the Workers Compensation Act to ensure you are familiar with your obligations under the law.

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			