



# A Key Step for Safety: Reporting Incidents and Injuries

Our Speak Up culture helps make our workplace safer. But incidents and injuries still happen. When they do, it's important that they are reported promptly and properly, so we can prevent them from happening again. This month, UBT Health and Safety Champions are focusing on the proper way to respond to incidents (“near misses,” when an injury could have occurred but didn’t) and injuries that occur on the job.

## Key steps in reporting incidents and injuries:



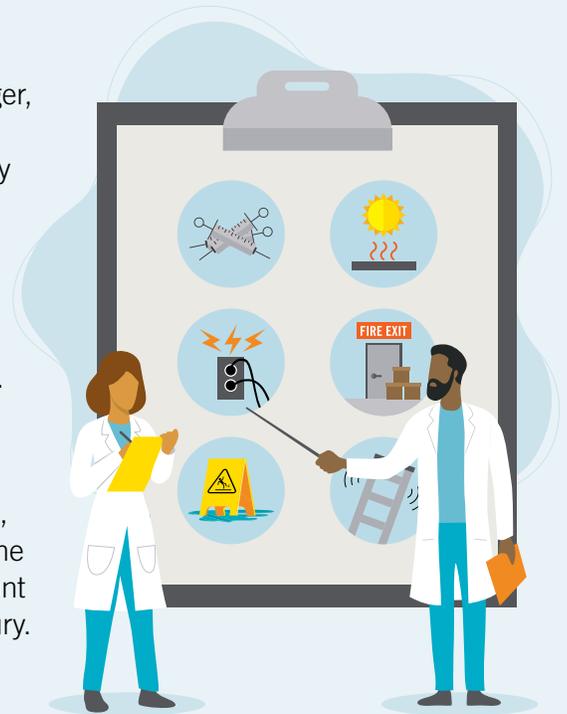
Report incidents and injuries to your supervisor, manager, nurse manager or hospital supervisor. This approach is always preferable to going first to a doctor or emergency department for treatment. It ensures a response that examines the causes of the incident or injury — and seeks solutions.



Report incidents or injuries promptly. This is especially true with ergonomic injuries that may worsen over time. Report these injuries as soon as you suspect they are happening, to ensure an injury does not get worse.



When in doubt, report it. Incidents and injuries happen, but sometimes they aren’t reported for fear that someone will be improperly blamed. Remember, the most important thing is taking action to prevent another incident or injury. This can’t happen if there is no initial report.



## TEAM ACTIVITY

Discuss in a team huddle the proper way to report incidents and injuries. Make time for team members to discuss any near misses they experienced and want to share.

## BONUS ACTIVITY

Analyze a workplace injury that a team member reports. Discuss its underlying causes. Use a systems approach to explore solutions by asking “why” 5 times without jumping to conclusions. Finally, seek solutions that address the hazard, not the worker.