

Have you ever gotten injured on the job? Have you ever accidentally damaged a piece of equipment, or someone's finished work while at work? Have you ever encountered a near miss, where given a slight shift in time and distance something bad could have happened? I am sure the answer to those three questions is an overwhelmingly "Yes". However, did you report it when it happened? The answer probably isn't the same.

There is a myriad of reasons why incidents such as property damage, near misses, spills, and injuries go unreported. A major reason is often the individual's pride. Most people do not want to admit their mistakes to others, especially at work. They may also fear the outcome of sharing what occurred with a supervisor or safety team member.

This fear may come from being afraid of being disciplined, or what others think, or the repercussions of the incident. Another reason a person may not want to report an incident is because of the paperwork or energy involved in doing so. There are many other reasons why an individual may not want to share what happened to them, but this should never be the case.

So why is it important to report any type of injury or incident?

1. Prompt medical attention may be needed to ensure a minor injury does not become worse.
2. Incident reporting provides a process in which the situation can be corrected in order to prevent similar incidents from occurring in the future.
3. When a minor incident or a near miss is ignored (not reported), the workplace is at a greater risk for a more serious incident to occur.
4. Documenting all incidents and injuries allows us track patterns, realize trends, and discover anomalies so we can improve our working environments.
5. Your feedback and knowledge of the incident is key to implementing better safe work practices and improving our safety culture.

A safe workplace starts with you, your involvement counts, not only in reporting incidents that have already taken place but also in preventing them. A near miss incident is just as important to report as an incident. If you see an unsafe condition, unsafe action or an accident that can be prevented, report it. Reporting of a near miss is not an admission of guilt or error, but rather a method of identifying a future incident.

Remember This!

No matter how minor you feel the injury or incident may be, you are **required** to notify your supervisor and complete an incident report **immediately** by using the [Employee Incident Report](#) inside the Hudson Bay Insulation LMS.





Tool Box Talk/Safety Meeting Sign In Sheet

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.