



Toolbox TALK

RECORD KEEPING AND INJURY REPORTING

Many employers are required to document all work-related injuries and illnesses under OSHA's Regulation Standard 29 CFR 1904. Employees are encouraged to report all work-related accidents, incidents, and near misses. Reporting events helps employers identify gaps in company safety procedures and personal protective equipment and assures compliance with the standard.

Employers must record every work-related injury or illness that meets OSHA's criteria for record keeping. Any injury requiring basic first aid must be documented, but not recorded.

OSHA defines first aid as:

- Using a non-prescription medication at non-prescription strength
- Administering immunizations; cleaning, flushing, or soaking surface wounds
- Using wound coverings such as bandages
- Using hot or cold therapy
- Using any non-rigid support means, such as elastic bandages, wraps, etc.
- Using temporary immobilization devices for accident victim transit
- Using eye patches
- Removing foreign bodies from the eye using irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means
- Using finger guards
- Using massages (physical therapy/chiropractic requires record keeping)
- Drinking fluids for heat stress relief.

Every injury, no matter how small, is important and should be reported to your employer and documented immediately. By reporting a minor first aid injury, employers can identify the root cause and implement corrective actions to help prevent future incidents.



Date:

ATTENDANCE RECORD

SUPERVISOR:

CREW MEMBERS PRESENT:

COMMENTS/FEEDBACK: