

## REPORTING WORKPLACE HAZARDS AND INJURIES

As a team, organizations can study near misses and accidents in order to prevent future injuries and recurring incidents. But first; employees need to understand the importance of communicating with a supervisor when an injury, illness, or near miss incident occurs. This Training provides helpful information to assist you and your team in learning effective communication techniques because EVERYONE plays a role in workplace safety.

### **What is an injury?**

An injury is damage or harm to the structure or function of a person's body caused by an outside force resulting from an event in the work environment.

### **What is an illness?**

An illness is a disease or health disorder, sickness, or unhealthy condition. Some examples are skin diseases, respiratory conditions, poisoning, hearing loss, heat stress, or other conditions caused by exposure in the work environment.

### **What is a near miss?**

A near miss is an event that only by chance did not cause an injury or illness.

### **Why is reporting important?**

Hazardous conditions affect everyone in the workplace. If a condition or incident is ignored, not reported or corrected, then it can lead to serious consequences.

### **Why don't employees report hazards, near miss incidents, and injuries?**

- Belief that it is not important to the organization
- Fear of negative consequences to their employee status
- Fear of disciplinary action
- Fear of harassment by co-workers or supervisors
- Fear of termination
- Fear of embarrassment – the incident may have been caused by a short cut or bad decision