

Mission Safe: Workplace Incident Reporting Form



Why Should It Be Used?

So – why another form? What does this form do that other forms may not? Is its use mandatory for clients of the Redwoods Group? Let’s address the questions in reverse order – no, it is not mandatory, just highly recommended. The reason it is highly recommended is that its use ensures compliance with OSHA regulations while gathering the necessary information for a state First Report of Injury (FROI). That compliance is important, is becoming more so, and is often lacking in incident reporting.

The ***Workplace Incident Reporting Form*** immediately involves those closest to the incident, the injured employee and his/her immediate supervisor, to gather information. When all questions in Sections I and II are answered, it contains all incident data required by OSHA or needed to complete a state FROI. It functions as an equivalent document to the OSHA 301 when the state FROI does not (about half the time) so it is very useful for HR (or whoever actually does the actual paperwork – generally not the injured employee or his/her supervisor). Completion of Section III provides timely incident investigation to help prevent a reoccurrence by determining cause and suggesting corrective action. The information gathered in that section is very valuable in later incident reviews because the information was gathered before memories clouded or became confused by other influences.