

Instructions for Injury Analysis Sheet

Section A

Input all company information into this section, including the firm and rate group number. Ensure that the reporting period is filled out, and is consistent with previous reports (e.g., each calendar year) to enable comparisons to be made between reports.

The following sections categorize the accidents being recorded into 4 main coding areas: Nature, Part of Body, Event, and Source. In each section, the department/occupation will be recorded down the left hand side of the table, and any extra sub-categories recorded will be placed in the blank boxes across the top. These pages are totaled across and down the columns.

Section B: Nature of injury is the type of injury that has occurred: a burn, cut, break, etc.

Section C: Part of body that has been injured: foot, hand, head, elbow, etc.

Section D: Source of injury deals with what specifically caused the injury; this is an object or substance, as opposed to an action: chemicals, furniture, ladders, etc.

Section E: The event is the action that created a situation for a source to cause the injury: bodily reaction, fall to lower level, struck by object, etc.

Section F

In this section, the highest scores from sections B to E are summarized. Any key remarks can be noted here.

Section G

The recommended actions will be based on the data collected and findings of the report. It is advisable that recommended actions deal with issues that have been highlighted in the summary section (section F).

Section H

This section records ALL cases that have been reported, according to the type of injury: total recordables (including first aid), lost time and health care cases.

Section I

This section breaks down all injuries according to the day and time of occurrence. This will provide information when injuries tend to occur (e.g., at the beginning of the week, morning shift, etc.) and trends.

Section J

The final section offers a demographic summary of the injuries: length of time on the job, age, and gender. This information can assist organizations in identifying injury trends.

The injury analysis report will assist an organization in identifying factors that contribute to injuries that are occurring in the workplace. This data can help determine where to focus efforts on reducing injuries, as outlined in Section G: Recommended Actions.

INJURY ANALYSIS REPORT

A. Company Information

Firm Name						
<i>ABC Company Inc.</i>						
Firm Number			Rate Number			
<i>1122334B</i>			<i>123</i>			
Address						
<i>123 Anywhere Street</i>						
City/Town				Postal Code		
<i>Anytown</i>				<i>A2B 3C4</i>		
Reporting Period		From		To		
	Day	Month	Year	Day	Month	Year
Prepared by				Date		
				Day	Month	Year

B. Nature of Injury or Disease

Department/ Occupation	Amputations	Bruises, contusions	Burns (chemical)	Burns or scalds (heat)	Cuts, lacerations	Fractures	Inflammation/irritation of joints, tendons or muscles	Multiple injuries	Occupational illnesses or disorders	Scratches/abrasions	Sprains, strains, tears	Surface wounds (foreign bodies)								Total		
																					As a %	
Office							1		1												2	25 %
Shipping				3					1												4	25 %
Storage							1		1												2	25 %
																						%
																						%
																						%
																						%
																						%
																						%
																						%
																						%
Total				3			2		3												8	
As a %				50			12.5		37.5													100 %

C. Part of Body

Department/ Occupation	Part of Body														Total		
	Ankle(s)	Arm(s) (above wrist, not elbows)	Back (including back muscles, spine, spinal cord)	Elbow(s)	Eye(s)	Finger(s)	Foot/feet	Hand(s)	Head (not including eyes)	Internal injuries	Knee(s)	Leg(s) (not knee(s))	Multiple body parts	Shoulder(s)	Wrist(s)	As a %	
<i>Office</i>						1									1	2	25 %
<i>Shipping</i>	1	1										2				4	50 %
<i>Storage</i>							1								1	2	25 %
																	%
																	%
																	%
																	%
																	%
																	%
																	%
																	%
																	%
Total	1	1				1	1					2			2	8	
As a %																	100 %

D. Source of Injury or Disease

Department/ Occupation	Source of Injury or Disease											Total		
	Bodily motion/position of worker (e.g., walking, climbing)	Boxes, crates, cartons	Chemicals	Furniture	Hand tools (non-powered)	Hand tools (powered)	Ladders	Machines (e.g., presses, extruders, mills, saws)	Non-powered vehicles (e.g., hand trucks, dollies)	Powered vehicles (e.g., forklifts, stackers)	Working surfaces (e.g., floors, roofs, ramps, stairs, street)	Computers and Peripherals	As a %	
<i>Office</i>									1	1			2	25 %
<i>Shipping</i>	1								3				4	50 %
<i>Storage</i>		2											2	25 %
														%
														%
														%
														%
														%
														%
														%
														%
														%
Total	1	2							3	1	1		8	
As a %														100 %

E. Event of Exposure

Department/ Occupation	Bodily reaction	Caught in or compressed by equipment or objects	Contact with temperature extremes	Exposure to caustic, noxious or allergenic substances	Fall on same level	Fall to lower level	Overexertion (in lifting pulling, pushing, carrying, etc.)	Repetitive motion	Rubbed or abraded by foreign matter in eye	Struck against object	Struck by object				Total	As a %
	<i>Office</i>								1	1						2
<i>Shipping</i>				1						2	1				4	50 %
<i>Storage</i>									2						2	25 %
																%
																%
																%
																%
																%
																%
																%
																%
Total				1			1	5	1						8	
As a %																100 %

F. Summary of Key Findings

Shipping/Storage:

In both of these areas injury reports relate to being struck against or by an object.

Office:

Due to the amount of time office workers spend on computer activities, there is a concern that MSD-related injuries may be under-reported.

G. Recommended Actions

Shipping/Storage:

Monthly inspections on forklifts combined with refresher training for forklift operators and a review of safe work practices is recommended.

Office:

Although there are not many reported injuries, as a preventative measure an ergonomic assessment of work stations combined with training for workers is recommended.

H. The Cases

All Cases	Cases	As a % of total
From form 7 reports	7	
From first aid reports	1	
Total	8	100 %

Lost Time Cases	Cases	As a % of total
Total lost time cases	6	
Total days lost	56	Days lost
Average days lost per case	7.2	Days lost per case

Health Care Cases	Cases	As a % of total
Total health care cases	0	0

I. Day and Time of Injury or Disease

Day of Injury or Disease	Cases	As a % of total
Sunday		
Monday	3	
Tuesday		
Wednesday	2	
Thursday	2	
Friday	1	
Saturday		
Total	8	100 %

Time of Injury or Disease													
	12:00 - 12:59	1:00-1:59	2:00-2:59	3:00-3:59	4:00-4:59	5:00-5:59	6:00-6:59	7:00-7:59	8:00-8:59	9:00-9:59	10:00-10:59	11:00-11:59	Total
a.m.									2			1	3
p.m.		1		3		1							5

J. The Injured Workers

Length of Time on the Job	Cases	As a % of total
1 - 7 days		
8 - 30 days	<i>1</i>	
31 days - 6 months		
More than 6 months, but not more than 1 year		
More than 1 year, but not more than 3 years	<i>3</i>	
More than 3 years, but nor more than 5 years		
More than 5 years	<i>4</i>	
Total	<i>8</i>	<i>100 %</i>

Age	Cases	As a % of total
15 - 19 years	<i>1</i>	
20 - 23 years		
24 - 30 years	<i>3</i>	
31 - 40 years	<i>1</i>	
41 - 50 years	<i>2</i>	
Over 50 years	<i>1</i>	
Total	<i>8</i>	<i>100 %</i>

Gender	Cases	As a % of total
Female		
Male		
Total		

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