

Instructions for Completion

Division Monthly Analysis of Incidents

1. To be completed and signed by the Division Head.
2. To be submitted to the JHSC secretary or the person responsible for gathering statistics by the 7th of each month.
3. Refer to each Employee Incident Report (LAP-002) for the reporting month for use in completing the Division Monthly Analysis of Incidents.
4. List each incident that occurred during the month, completing information as requested.
5. "Type of Incident" categories are detailed below. More than one category can be applied per incident.
6. Indicate if the correction has been made or is pending.
7. Total the columns "Result of Incident" and "Number of Days Lost" for the division as a whole.
8. Total the "Types of Incidents" in the bottom left boxes.

Types of Incidents - Definitions of Categories

Struck/Caught

- An incident in which a person has been struck abruptly or forcefully by some object in motion (e.g., box falls off shelf, employee jabs needle into finger, person pushing cart runs into someone) or a person is contacted non-forcefully by some substance or agent in motion which has an injury-upon-contact characteristic (such as being splashed by hot or corrosive solutions).
- An incident in which a person strikes abruptly or forcefully some stationary object in his/her surroundings (e.g., nurse strikes his/her leg against the crank of a bed) or comes into contact non-forcefully with some stationary substance or agent that has an injury-upon-contact characteristic (such as electrical shock).
- An incident in which a person is:
 - a. trapped in some type of enclosure or a part of a person's body is caught in some type of opening (e.g., a person is caught in an elevator or locked into a refrigerated room)
 - b. caught on some protruding object (e.g., a person's clothing gets hooked onto a handle or a person catches his/her hand on a sharp edge)
 - c. pinched, crushed or otherwise caught between either a moving object and a stationary object or between two or more moving objects (e.g., a person jams his/her fingers between a wheeled cart and doorway).

Fall

A fall on the same level on which a person was standing or walking, or when a person falls to below the level on which he/she is standing or walking.

Slip/Trip

The person either slips or trips but does not fall.

Overexertion

An incident is one in which a person puts excessive strain on some part of his/her body (e.g., an employee strains his/her back or some other part of the body).

Harmful Substances/Environmental

An incident in which the employee is exposed to harmful conditions (e.g., toxic gases, fumes or vapours; toxic airborne particles; extremes of heat or cold; oxygen deficient atmospheres; harmful radiation, infectious diseases, blood/blood-stained body fluid, moulds/spores).

Assault

An incident in which the employee is subjected to an untoward action by a patient (e.g., a patient bites or strikes an employee).

Repetition

An incident that develops over a period of time due to the repetitive nature of the task being carried out (e.g., pipetting, keyboarding).

Fire/Explosion

An incident in which the employee is subjected to a fire or explosion at the workplace.

Motor Vehicle Accident

An incident in which the employee is involved in a motor vehicle accident during the course of his/her work activities.