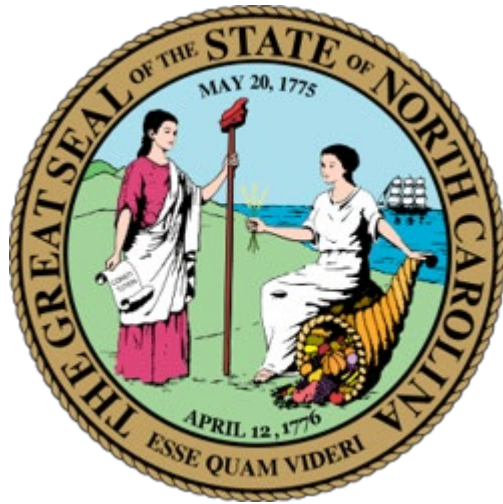


# Incident Reporting & Investigations



# Workplace Injury Statistics

- No matter how careful workers and their managers are workplace accidents and injuries happen every day.
- American companies reported 2.7 million non-fatal injuries and illnesses in 2020. That's an incident rate of about 2.7 per 100 full time employees.



# OSHA Reporting Requirements

- Employers must notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.
- A fatality must be reported within 8 hours.
- In patient hospitalizations, amputations, or eye losses must be reported within 24 hours.



# Reporting Incidents to NC OSHA

- Call the local OSHA office in Raleigh at (919) 707-7806 or (800) 625-2267 or (800) NC Labor during office hours
- After hours or on holidays call the Capitol Police at (919) 733-3333

Or

- Report online at <https://www.labor.nc.gov/contact/report-workplace-accident>



# NC DEQ Reporting Requirements

- We have our three forms for reporting incidents that result in an injury
- There are forms for the employee, supervisor, and witnesses
- There is a separate form for witnesses to the injury. It is only filled out if the employee witnessed the accident. It is not filled out by someone who arrived after the accident.



# HR & Worker's Comp Requirements:

- The investigation should begin as soon as possible and must begin within 24 hours
- HR must be notified of incidents resulting in an employee injury within 24 hours
- Incident reports must be submitted to HR within 72 hours



# **NC DEQ Incident Forms**

# Workplace Incident Investigations

- One of the best ways to foster a safe work environment is to conduct Workplace Incident Investigations
- Not all incidents result in injuries or illnesses
- Incidents that don't result in injuries are called Near Misses or Near Hits. There is still value to reporting these incidents.



# **Workplace Incident Investigations**

- Be sure the injured employee is safe and receiving proper care
- Remove or turn off any sources of further injury if you can do so safely
- In some cases, photos and/or measurements can be helpful