Toolbox Talk # 24
REPORTING

Company Name:	
Job Name:	
Date:	

Key Points

1. **Reporting on construction sites** is essential for identifying and preventing hazards before they cause accidents.
2. **Workers must immediately report** unsafe conditions, equipment malfunctions, and potential hazards to supervisors.
3. **All injuries, no matter how minor**, should be reported to ensure proper medical attention and prevent future incidents.
4. **Near-miss incidents** should be documented and analyzed to improve safety measures and avoid serious accidents.
5. **Proper reporting procedures** help companies comply with OSHA regulations and maintain a safe work environment.
6. **Workers should know** how to complete incident reports accurately and provide detailed information for investigations.
7. **Supervisors and safety officers** must take reports seriously and act promptly to address safety concerns.
8. **A strong safety culture** encourages open communication, ensuring that all workers feel comfortable reporting hazards without fear of retaliation.

According to OSHA approx. 5,000 people are killed in the workplace each year

Top 5 reporting risks...

1. **Delayed Reporting** – Increases risk of unaddressed hazards and accidents.
2. **Incomplete Reports** – Missing details make investigations less effective.
3. **Fear of Retaliation** – Workers may hesitate to report safety issues.
4. **Lack of Training** – Improper reporting leads to unresolved dangers.
5. **Ignored Reports** – Unaddressed concerns create ongoing safety risks.

?

1. Have I reported all hazards and unsafe conditions I've seen?
2. Did I provide clear and accurate details in my report?
3. Do I understand the proper reporting procedures for my site?
4. Has action been taken on previous safety concerns I reported?

Safety reporting saves lives, Write it down and keep us alive.

Summary

Reporting on construction sites is crucial for preventing accidents and maintaining safety. Workers should promptly report hazards, injuries, and near-misses. Clear, accurate documentation helps identify risks and improve safety measures. A strong reporting culture ensures concerns are addressed, reducing workplace dangers and protecting everyone on-site.

OSHA®

OSHA requires employers to establish clear reporting procedures for workplace hazards, injuries, and near-miss incidents. Reporting is essential for maintaining a safe construction site and preventing future accidents. Workers must be trained on how and when to report safety concerns.

Key Reporting Regulation
29 CFR 1904 – Recording and Reporting Occupational Injuries and Illnesses
This regulation mandates that employers document and report workplace injuries, illnesses, and fatalities. Accurate reporting ensures compliance, improves safety practices, and helps prevent recurring hazards.

Job Safety Training

www.jobsafety.training

ATTENDEES

Print Name:	Signature:

Additional Comments: