Company Name:

Accident/Incident/First Aid Log

The Accident/Incident/First Aid Log is a tool to help you organize First Aid in your workplace.

Use of this tool also gives you a better handle on occupational health and safety in your company and helps you focus your prevention initiatives.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Injured person’s last name, first name and occupation | Date and time of accident/incident | Description | Nature of injury1 | Site of injury2 | First Aid and transport(Yes/No) First Aider’s name | Signatures | Corrective actions3 |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

1Nature of injury (examples):

* Bruise
* Sprain
* Strain
* Cut

* Burn
* Crushing
* Fracture/break
* Etc.



2**Identifying the site of injury:**

3**Corrective actions** (examples):

* Safety devices
* Safer work processes
* Eliminating hazards at source
* Purchasing individual/group protective equipment
* Ventilation systems
* Drafting and publicizing emergency procedures
* Decluttering and housekeeping
* Speaker systems
* Procedures
* Training
* Etc.