

**HANDOUT:** Incident Report (4 pages)  
Skill Builders: Key Words & Phrases, Entry Forms

**IN THE WORKPLACE:** Workers use incident reports to document the exact details of an unusual event that occurred at work, such as an injury to a worker or customer. Accuracy is important as the report may form part of a legal proceeding.

The article, **Site supervisor fined following workplace incident at gravel crushing pit**, describes a real workplace incident in Saskatchewan.

Use the information in the article to complete the **Incident Report** as if you had observed the accident. Complete as much of the report as you can.

Use point form to complete the following sections:

- Basic description of the occurrence
- Causes that led to the incident
- Actions taken to prevent recurrence (NOTE: this information is not explicitly provided in the article so use your best judgement and experience)

# INCIDENT REPORT

GENERAL INFORMATION		
Name of Person Completing Report:		
Name of Injured or Affected Person:		<input type="checkbox"/> Employee <input type="checkbox"/> Customer
Incident Date:	Time of Occurrence:	Facility:
Department:		Location (specific):

INCIDENT TYPE		
<input type="checkbox"/> Slip/Trip/Fall	<input type="checkbox"/> Cut	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Personal Illness	<input type="checkbox"/> Struck by	<input type="checkbox"/> Property Theft
<input type="checkbox"/> Ergonomic	<input type="checkbox"/> Caught in	<input type="checkbox"/> Fire / Flood Hazardous Spill / Leak
<input type="checkbox"/> Inappropriate Conduct	<input type="checkbox"/> Chemical Exposure	<input type="checkbox"/> Other:
<input type="checkbox"/> Violence / Threat / Harassment	<input type="checkbox"/> Biohazard Exposure	

OTHER PERSONNEL INVOLVED AND WITNESSES		
Name	Department	Phone / Contact
1		
2		
3		

BASIC DESCRIPTION OF OCCURRENCE
<input type="checkbox"/> See Attached Documentation

FIRST AID / MEDICAL RESPONSE	
First Aid Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ambulance Involved: <input type="checkbox"/> Yes <input type="checkbox"/> No
First Aider:	Sent to Hospital: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Emergency First Aider <input type="checkbox"/> Standard First Aider	Medical Facility:
<input type="checkbox"/> Security <input type="checkbox"/> Other:	Time Off Site:
Details of the first aid that was provided:	

SEE OVER

Rev. 201708

Incident Report

**CAUSES THAT LED TO THE INCIDENT**

<b>CAUSES THAT LED TO THE INCIDENT</b>

**ACTIONS TAKEN TO PREVENT RECURRENCE**

<b>ACTIONS TAKEN TO PREVENT RECURRENCE</b>

**REPORTED TO**

Authority	Name	Date	Case / Ref #:
Supervisor / Director / Dean			N/A
Human Resources			N/A
Workers' Compensation Board			
Police			

**REPORT COMPLETED BY**

Name	Position	Date	Time

**SIGNATURE:**

**SENIOR MANAGEMENT REVIEW**

Name	Position	Date

**SIGNATURE:**

**Send completed original form to Occupational Health & Safety  
by interoffice mail or email to [safety@organization.ca](mailto:safety@organization.ca)**

## Site supervisor fined following workplace incident at gravel crushing pit.

Failure to follow safety protocols at a gravel crushing pit near Wakaw led to serious injuries for one man last year, and now, fines against the supervisor on shift at the time.

Bradley Davidson was fined a total of \$4,900 in Prince Albert Provincial Court Friday in connection with the workplace incident, which happened June 2, 2017. Davidson, 28, pleaded guilty to one violation under the province's Occupational Health and Safety Act.

Davidson was employed for nine years with the same company at the time of the incident, and was supervising operations at the site, located about seven kilometres outside Wakaw. The company was not charged in connection with the incident.

At the time of the accident, a worker on the gravel crushing crew was working at the site feeding gravel into the conveyor with a loader, when the machine was switched off and he was ordered to clear debris. While still up in the air on the conveyor, Davidson started up the machine, failing to do a visual check and ensure the man had safely cleared the area.

Unable to get anyone's attention once the machine started up and knowing that he was going to be pushed through the conveyor, the man decided to go feet first, but caught his arm on a roller, breaking it, before continuing to travel through the machine. The momentum of the conveyor continued to push him through three more levels of the conveyor before he fell some 12 feet to the ground.

Along with a broken arm, the man suffered a split pelvis, deflated lung, a C-1 spinal fracture and broken ribs. He spent 17 days in hospital following the incident and seven months off work.

Miraculously, he was able to return to work, and his lawyer said he continues to be good friends with Davidson despite the workplace incident. The lawyer also said workplace incidents are taken seriously, and asked for a fine totaling \$10,500 in court last week, and that "This is a situation where Mr. Davidson simply didn't follow the procedures that he was supposed to follow, that he was trained to follow," she added.

Court heard Friday that Davidson no longer works for the company.

Tebbutt, C. (Sept. 20, 2018). Site supervisor fined following workplace incident at gravel crushing pit. paNOW. <https://panow.com/2018/09/10/site-supervisor-fined-following-workplace-incident-at-gravel-crushing-pit/>