Ergonomic Injury Record Review

To root out ergonomic injuries you must be proactive. The first step is to do a record review and create a “snapshot” of worker injuries, so you can analyze causes and identify trends.

HOW TO USE THIS TOOL

Use and adapt this form to use at your workplace to perform an effective records review or ergonomic injuries.

A. REVIEWER IDENTIFICATION

Team Leader: _____
Tel. No.: _____
Record Reviewer: _____
Tel. No.: _____
Department: _____
Review Date: _____

B. RECORD IDENTIFICATION

Employee Name (or Record ID number if confidential):

_____
Employee Job Title:

_____
Record Reviewed:

_____

[ ] OSHA or OHS form (*specify*) _____

[ ] Incident report

[ ] Workers’ comp claim

[ ] Other (*specify*) _____

Record Date: _____

C. INJURY IDENTIFICATION

Injury Date: _____

Injury Type (*specify body part(s) affected*): _____

Workplace Location of Injury: _____

Activity Employee Was Performing When Injured: _____

Type of Device, Supply, Equipment or Workstation Involved (*include serial number if applicable*): - _____
_____
_____
_____

Reviewer's Signature: _____

Date: _____