

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: _____