

# What Information Should Be Included In An Incident Report?

## Stats and Facts

### FACTS

1. **Incomplete Reports:** Missing key details like time, location, or individuals involved can hinder accurate investigation.
2. **Unclear Descriptions:** Vague or subjective language makes it difficult to understand what actually happened.
3. **Lack of Witness Input:** Without statements from witnesses, crucial perspectives and facts may be lost.
4. **Missing Corrective Actions:** Reports that don't include follow-up steps may lead to repeated incidents.
5. **Delayed Submissions:** The longer it takes to report, the more likely details are forgotten or lost.
6. **Poor Documentation of Injuries/Damages:** Inadequate medical or equipment damage details can affect compensation, repairs, or future prevention.

### STATS

- OSHA requires that serious work-related injuries be reported within 24 hours. Failure to comply may result in penalties up to \$14,502 per incident.
- According to the National Safety Council, 62% of organizations that standardize their incident reporting see
- The Bureau of Labor Statistics (BLS) data shows over 2.8 million workplace injuries in 2022. Incomplete or delayed reports were common contributors to prolonged hazard exposure.
- WorkSafeBC found that incident reports missing witness accounts and corrective actions were 3x more likely to result in repeated claims.
- A 2024 EHS Today analysis indicated that 35% of construction

firms with near miss reporting systems prevented at least one major accident annually, based on 500 surveyed sites.

- A study from NIOSH revealed that organizations with structured incident reporting templates reduced serious injuries by 37%.
- In Ontario, enforcement officers cited incomplete reports in 18% of workplace inspections, often leading to fines or follow-up orders.