

Reporting (Data Entry)

In general, you should **complete reports immediately after your observation and initial mitigation**. You can make revisions to the report when you find more information.

Benefits of Documenting Observations, Near Misses and Incidents

Reports can help you:

- Identify trends
 - Predict and prevent further incidents
 - Apply global changes
- Provide an objective measure of how often something is happening
- Show commitment to safety
- Increase awareness, correction and closure
- Learn from common experiences
- Recognize and reinforce safe work

Characteristics of Effective Reports

Use positives to drive change, not just negatives. A good guideline is to document four positive observations for every negative observation. Offer praise and share successes.

You still need to report incidents, even when you are able to correct them immediately!

When you use report forms:

- Select the appropriate form for what you have to report
- Include your name (if required), the date and location of the incident, and other details
- Provide pictures, videos and sketches
- Select an appropriate risk rating

When you write report narratives:

- State what you saw (include pictures, videos and sketches)
- Explain what you did
- Describe what needs to be done
- Be clear, concise and specific
 - Avoid being general/vague
 - Use simple language
- Be objective
 - Avoid adjectives, opinions, judgment and embellishment
 - Avoid allegations of fault and noncompliance
 - Keep names out of reports and use job titles instead
- Follow up in-person with managers and supervisors