ORGANIZATION MONTHLY ANALYSIS OF INCIDENTS

www.pshsa.ca

MONTH _____ YEAR _____

Division	Type of Incident																							Total Incidents		Results of incident								Total Number of Days Lost	
	Struck/ Caught		Fall		Slip/ Trip		Overexertion				Harmful Sub/ Enviro		Assault		Repetition		Fire/ Explosion		Motor Vehicle Incident		Other					No WSIB Claim				WSIB Claim					
							Client		Manual																Total Hazard Situation (No Injury)		Total First Aid Injuries		Total Health Care Claims		Total Lost Time Claims			
	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date
Totals	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date	This mo.	Yr to Date
Totals for same period last year																																		

Hours of Work (Yr to Date) _____
Frequency rate _____
Instructions and definitions for completion on page below

DEFINITIONS

Hazardous Situation – No Injury

An incident in the work environment caused by an unsafe act, an unsafe condition, or a combination of both, that has the potential to result in property loss and/or physical harm.

First Aid Injury

A work-related injury of such minor nature that it can be treated onsite without cost to the Workplace Safety & Insurance Board (WSIB).

Health Care Claim

A work-related injury/illness that requires treatment or service resulting in a cost to the WSIB but does not result in time lost from work.

Lost Time Claim

A work-related injury/illness that results in time lost from work beyond the day of the injury, thus requiring the WSIB to make payment in lieu of lost wages.

INSTRUCTIONS FOR COMPLETION

ORGANIZATION MONTHLY ANALYSIS OF INCIDENTS

1. To complete, use the information contained on the Monthly Analysis of Incidents form.

2. List each division.

3. Taking one division at a time, record the number of incidents for this month under the corresponding type in the appropriate cell and insert "Total Incidents" under the appropriate column.

4. Total the cells in each "This Month" column and record in the "Totals" row at the bottom of the page.
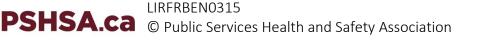
5. To compute "Year to Date" cells for each division and type of incident, add "This month" cells, as completed in Step 3, to the "Year to Date" cells from the preceding month's Organization Monthly Analysis of Incidents form.

> Total for This Month + Total for This Year to Date (from previous month's form)
>
> = new Total for This Year to Date

6. To complete the last row in the form, transfer the previous year's corresponding "Totals" for "This Month" and "Year to Date" in the cells for "Totals for Same Period Last Year".

7. For each type of incident, record the corresponding "Result of Incident". It should be noted as either a hazardous situation, first aid, health care, or lost time (see sidebar for definitions). If more than one "Results of Incident" is noted on the Division Monthly Analysis of Incidents Report, record only the most serious result.

8. For all incidents resulting in an injury or illness, causing the employee to lose one of more calendar days from work BEYOND the day of injury, total the number of days lost and record them in the "This month" column under the heading "Days Lost."

9. Refer back to the preceding Organization Monthly Analysis of Incidents Report for the previous month's year to date total and insert the accumulated "Days Lost Year to Date" for each division.

10. Total the types of claims and days lost and insert in "Totals for This Month".

11. Refer back to the preceding Organization Monthly Analysis of Incidents Report to determine the "Totals for Year to Date". Calculate the new "Totals for This Year to Date".

12. Refer back to the preceding year's monthly report to compare that year's record with the current year. Insert the preceding year's claim and days lost totals in the "Totals for Same Period Last Year".

13. In the box in the lower right corner of the form, record the total paid hours of work for the Year to Date. This information should be available from the payroll office.

14. To calculate the frequency rate, take the total number of lost time claims recorded in the "Year to Date" column for all divisions, multiply by 200,000 and divide by the total paid hours for the calendar year to date. The frequency rate equals the approximate percentage of employees who are sustaining lost time injuries or illnesses each year.

> Total for This Month + Total for This Year to Date (from previous month's form)
>
> = new Total for This Year to Date