

## **ACCESSING SAFETY KNOWLEDGE (ASK) SHEET: INCIDENT TRACKING FOR YOUR COMPANY'S INTERNAL USE**

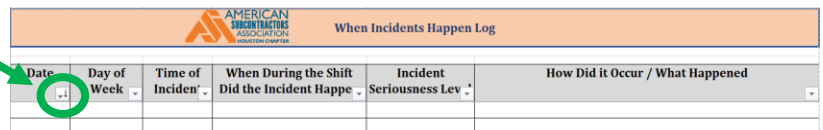
ASA-HC's Safety & Health committee has developed a tool companies can use to assist them in determining when their employees, and others in the construction industry, are more likely to have a safety incident. Knowing when incidents are more likely to occur on jobsites, companies can limit their risk with targeted safety training.

### **Why Use the When Incidents Happen Log?**

The "When Incidents Happen Log" is a simple spreadsheet that allows for input of date, day of week, time of incident, when during the shift it happened, seriousness level, how it happened. Once the information is entered, the information can then be sorted to show when incidents are more likely to happen. Tracking incidents in this simple spreadsheet can aid you in seeing trends that you may not have spotted without the log. (See 4.a. under How To Use for Internal use below as an example.)

### **How To Use the When Incidents Happen Log for Internal Use**

1. Fill in the log with the past two to three years (further back if you can).
2. Sort the information to determine any consist time of day, day of the week, when during a shift or types of incidents have happened.
  - a. To sort, use the down arrow on any of the header titles and choose what type of sort you want to do (A-Z, smallest-largest, etc.).
3. Target your safety training/toolbox talks to the incident scenarios that are most frequent.
  - a. For example, if incidents are more likely to occur on a Friday afternoon or a Wednesday after lunch, hold a safety meeting during those times to remind employees of safety protocols.
4. If you have offices in other cities or states, share the log with them to input their data. Viewing multiple office/region safety incidents can help show where additional safety training is needed OR where changes in procedures/tools need to be made.
  - a. E.G., one ASA-HC member found multiple incidents involving the type of razor they were using. By making a change to that specific tool, they will be able to stop that type of incident from happening.



AMERICAN SUBCONTRACTORS ASSOCIATION HOUSTON CHAPTER						When Incidents Happen Log
Date	Day of Week	Time of Incident	When During the Shift Did the Incident Happen	Incident Seriousness Lev	How Did it Occur / What Happened	

### **How/Why Use the When Incidents Happen Log With ASA-HC Collected Data**

ASA-HC collected information from several members as well as from OSHA for the Houston area. You can use the data to see when/what incidents are more likely to happen on Houston jobsites.

Help us make the data even more functional by sharing your data with us. After you input your data into the log for internal use, send it to [asa@asahouston.org](mailto:asa@asahouston.org). Your data, but not your company name, will be added to the ASA-HC spreadsheet and shared with others.

*Provided by the ASA – Houston Chapter Safety & Health Committee*

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