



## Sheet 4

# REGISTER OF ACCIDENTS, INCIDENTS AND FIRST AID

### LEGISLATION

#### OBLIGATIONS

##### Employer

The employer shall enter in a register the work accidents that happen in his establishment that do not make the employee unable to carry on his employment beyond the day his employment injury became apparent; he shall present the register to the worker for his signature confirming that he suffered the accident and the date of its occurrence.

The register of first aid and emergency medical service prescribed by regulation may be used for the purposes of the first paragraph.

##### Health and safety committee

One of the functions of a health and safety committee is to keep registers of work accidents, occupational diseases and incidents that could have caused them.

##### First aider

A first-aider giving first-aid to a worker must fill a report containing his name and that of the injured worker, and the time and description of the injury or sickness as well as the type of first-aid given.

### WHY KEEP A REGISTER?

The first aid register is an information tool used by the employer to adapt preventive measures and avoid accidents entirely.

It also serves as a reference tool for workers in the event that their work-related wounds or repetitive injuries worsen.

### HOW TO FILL OUT THE REGISTER

A first aider who administers first aid must enter the injured worker's last and first name in the register, along with the date, time, location, and detailed description of the accident or incident.

A description of the injury or ailment and details on the first aid administered must also be included in the register.

The register must be signed by the first aider and the person who received first aid.

Corrective measures taken after the accident or incident must be clearly detailed in the appropriate section of the register.

We recommend that the register be kept in a ready visible location that is easily accessible, preferably near the first aid kit.

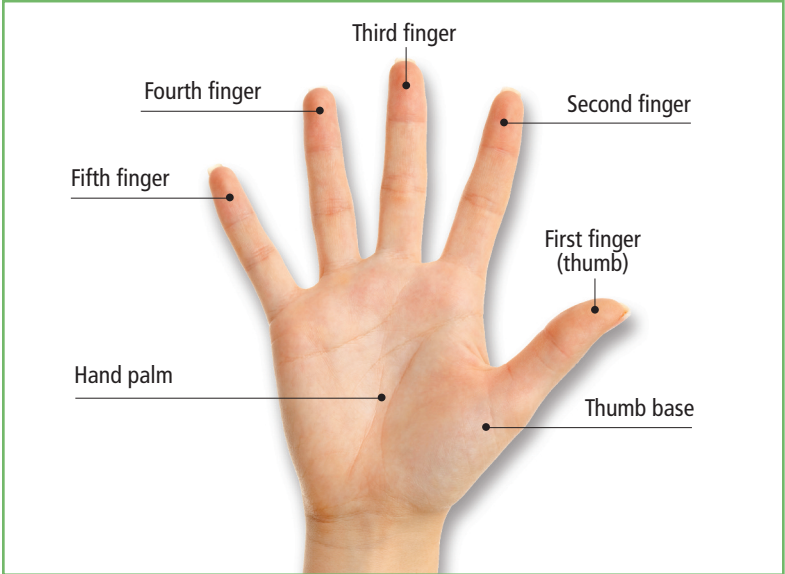
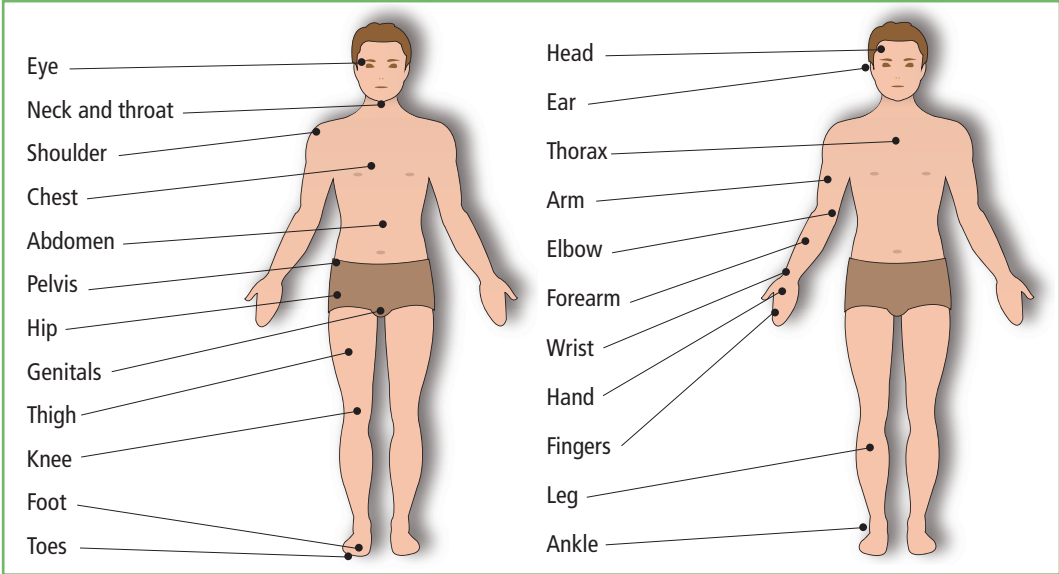
#### Sources:

QUÉBEC, *Act respecting industrial accidents and occupational diseases, chapter A-3.001, updated April 1, 2016*, s. 280, [Québec], Québec Official Publisher, 2016. Available online on the Publications du Québec website.

QUÉBEC, *Act respecting occupational health and safety, chapter S-2.1, updated April 1, 2016*, s. 78, [Québec], Québec Official Publisher, 2016. Available on the Publications du Québec website.

QUÉBEC, *First-aid Minimum Standards Regulation, chapitre A-3.001, r. 10*, s. 15, [Online], [Québec], Québec Official Publisher, 2016. Available on the Publications du Québec website.

PARTS OF THE BODY



Source: COMMISSION DES NORMES, DE L'ÉQUITÉ, DE LA SANTÉ ET DE LA SÉCURITÉ DU TRAVAIL, *Registre d'accidents, d'incidents et de premiers secours*, [Québec], the Commission, 2016, p. 4.

EXAMPLE OF A REGISTER

ACCIDENT OR INCIDENT DATE AND TIME			ACCIDENT OR INCIDENT LOCATION AND VICTIM’S TRADE OR JOB	ACCIDENT OR INCIDENT DESCRIPTION AND CAUSES	INJURY OR ILLNESS	FIRST AID AND TRANSPORTATION	SIGNATURES
Indicate exact date and time of accident or incident.			Specify the location or workstation where the accident or incident occurred.	Describe how the accident or incident occurred and specify the cause. Describe the task being performed at the time of the accident.	Describe the injury or ailment and specify location. Leave blank if describing an incident.	Describe first aid administered (i.e. cleaning with soap and water) and indicate means of transportation (i.e. ambulance, automobile). Leave blank if describing an incident.	Have first aider and victim sign here.
Corrective measures			Indicate the corrective measures taken to prevent the accident or incident from reoccurring.				
D  06	M  05	Y  02	• At the press  • Mechanic	A metal fragment struck his eye as he was replacing a part on the press.	Foreign body in the right eye.	• Dry bandage over both eyes  • Transportation by ambulance	Print victim’s* first and family name.
Time 4:30 p.m.							(Signature)
Corrective measures			Wear protective eyewear (glasses or facial screen) in accordance with CSA standard CSA Z94.3-07.				
D  07	M  06	Y  02	• At the shredder  • Feeder	While Serge was feeding the shredder, a piece of wood with a nail was flung from the machine. The nail lodged itself into his arm.	Laceration with a foreign body in left arm	• Bandage around foreign body held in place by gauze  • Transportation by ambulance	Print victim’s* first and family name.
Time 7:45 a.m.							(Signature)
Corrective measures			Modify the shredder’s infeed to prevent projection of particles.				
							Print first aider’s first and family name.
							(Signature)

\* The employer must have workers sign the register if they return to work the day after the injury or ailment.

Source: COMMISSION DES NORMES, DE L'ÉQUITÉ, DE LA SANTÉ ET DE LA SÉCURITÉ DU TRAVAIL, *Registre d'accidents, d'incidents et de premiers secours*, [Québec], the Commission 2016, p. 7.

## DESCRIBING THE INJURY, AILMENT, POISONING, OR SKIN CONDITION

### Injury

TYPE	DESCRIPTION	DETAILS
Amputation	Severing of a body part	Member (e.g., left hand finger)
Burn	<ul style="list-style-type: none"> <li>Chemical: corrosive product</li> <li>Electrical: current</li> <li>Thermal: heat or cold</li> <li>Radiation: welder's flash burn on skin</li> <li>Inhalation: steam, gas, chemical product or very hot air</li> </ul>	Part of the body (e.g., left arm, face, right hand) Size (e.g., 2 cm in length by 3 cm in width)
Contusion	Resulting from a blow or pressure (bruise, ecchymosis)	Part of the body (e.g., left arm, right thigh)
Foreign body	Dust, seeds; wood, metal, or glass particles	Part of the body (e.g., left thumb, right eye)
Cut	Clean cut caused by a sharp object	Part of the body (e.g., left hand, right thumb) Size (e.g., 2 cm in length)
Tear	Laceration	Part of the body (e.g., right hand, right hand finger) Size (e.g., 2 cm in length)
Crushing wound	Injury caused by a severe force	Part of the body (e.g., left foot)
Skin abrasion	Scrape, scratch, sting (lightly bleeding superficial wound)	Part of the body (e.g., right hand, left forearm) Size (e.g., 2 cm in length)
Strain (sprain)	Trauma to an articulation	Part of the body (e.g., wrist, finger, ankle)

### Ailments

TYPE	DESCRIPTION	DETAILS
Pain	Specify body part	How did it appear? When did it start?
Dizziness	Standing up or sitting down	
Stomach discomfort	Bloating, heartburn	
Sudden irritation	Eyes, nose, throat, lungs	
Nausea, vomiting	Queasiness	
Headache	Pain location	

### Poisoning

CAUSED BY	MEANS OF ABSORPTION	SIGNS AND SYMPTOMS
Absorption of a toxic substance	Lungs	Difficulty breathing, confusion, vomiting, stomach pain, dizziness
	Mouth	
	Skin	Redness, pain, swelling
Provide first aid services with the product's Material Safety Data Sheet (MSDS) (data sheet).		

### Skin conditions

CAUSED BY	SIGNS AND SYMPTOMS	DETAILS
Rubbing, contact with a substance or clothing	Itchiness, pain, redness, swelling, chafing, breakouts	How did it appear? When did it start?
Provide first aid services with the product's Material Safety Data Sheet (MSDS) (data sheet).		

### Incidents

Incidents are events that could have resulted in injury. We call them "near misses" or say "that was a close one." Examples include falling objects, project of particles, or liquid spills.