

TOOLBOX TALK for September 2nd, 2026

Incident Reporting – Report Everything

When you were hired, you were trained on our company policies and the expectations we believe are important to keeping everyone safe. One of those expectations is simple: **report every incident right away, no matter how minor it may seem.**

There are two important reasons why immediate and accurate reporting matters.

First: We Want to Take Care of You

Your well-being is our first priority. A small injury can sometimes become a bigger problem if it isn't reported and treated promptly.

Many minor injuries can be handled with basic first aid. But something more serious—such as a foreign object in the eye, a deep cut, a strain, or a fall—may require additional medical attention. The sooner we know about it; the sooner we can make sure you get the right care.

Don't try to tough it out, wait until the end of the shift, or hope it gets better overnight. **Tell your foreman right away.**

Second: We Need to Know What Happened

Reporting isn't only about taking care of an injury. It's also how we learn and improve. When we have an accurate picture of what happened, we can determine what needs to change. Was there a problem with the way the work was planned? Was the right PPE available and being used? Is additional training needed? Is there a hazard we need to correct before someone else gets hurt? **If we don't know what happened, we can't fix it.**

Reporting Is the Only Option

You may have worked somewhere in the past where reporting an injury was discouraged or where speaking up wasn't supported. **That's not the safety culture we want here.**

Our safety culture depends on honesty and integrity. We expect incidents to be reported immediately, and we expect everyone to be truthful about what happened and how it happened.

We will never ask you to hide a work-related injury or tell a medical provider that something happened somewhere else. **If it happened at work, it happened at work.** We need to be honest about it.

Failing to report an incident immediately can create a much bigger problem than the incident itself. That's why choosing not to tell your foreman isn't an option. Make the commitment to **report everything, report it right away, and tell the truth about what happened.**

Accurate reporting helps us take care of our people, identify problems, and prevent the next injury.

If we don't know where we are, we can't know whether we're getting where we want to go.

Toolbox Talk Submission