## **Ergonomic Injury Record Review**



To root out ergonomic injuries you must be proactive. The first step is to do a record review and create a "snapshot" of worker injuries, so you can analyze causes and identify trends.

## **HOW TO USE THIS TOOL**

Use and adapt this form to use at your workplace to perform an effective records review or ergonomic injuries.

## A. REVIEWER IDENTIFICATION

leam Leader:	
Tel. No.:	
Record Reviewer:	
Tel. No.:	
Jepartment:	
Review Date:	
B. RECORD IDENTIFICATION	
Employee Name (or Record ID number if confidential): Employee Job Title: Record Reviewed:	
[ ] OSHA or OHS form (specify)	
[ ] Incident report	
[ ] Workers' comp claim	
[ ] Other ( <i>specify</i> )	
Record Date:	
C. INJURY IDENTIFICATION	
Injury Date:	_
Injury Type ( <i>specify body part(s) affected</i> ):	

Workplace Location of Injury:
Activity Employee Was Performing When Injured:
Type of Device, Supply, Equipment or Workstation Involved ( <i>include serial number if applicable</i> ): -
Reviewer's Signature:
Date: