First Aid Reporting

Legal Requirements for First Aid Reports

Employers should record any accident that harmed a person. There are statutory forms for recording and reporting notifiable events, however, it is advisable to internally record minor first aid treatments also

Procedure for First Aid Reports

All accidents causing harm to employees (or under different circumstances, could have caused harm), should be recorded

How to complete First Aid reports using SafetyBase

Ideally, this should be on the full form (**Accident Reports** under the **Accidents** heading). For minor treatments, the **First Aid Report** form may be used (also under the **Accidents** heading)

Using Tasks while completing First Aid Reports

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

SafetyBase Tips and Tricks for managing First Aid Reports

Remember to associate People with files, where appropriate, using the **Associate People** inline button in the toolbar at the bottom of the page, or you can do it afterwards using the Tasks tab, so you can get reports on their safety history