

# 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

Team Leader: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Record Reviewer: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Department: \_\_\_\_\_  
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 (*specify*) \_\_\_\_\_

Record Date: \_\_\_\_\_

### C. INJURY IDENTIFICATION

Injury Date: \_\_\_\_\_

Injury Type (*specify body part(s) affected*): \_\_\_\_\_

Workplace Location of Injury: \_\_\_\_\_

Activity Employee Was Performing When Injured: \_\_\_\_\_

Type of Device, Supply, Equipment or Workstation Involved (*include serial number if applicable*): -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_