

## Reportable Situations

### Instructions

- One at a time, go through the guiding questions for each of the listed scenarios.

### After this huddle

Staff should know how to:

- Recognize reportable incidents
- Report a hazard, near miss, injury, workplace incivility or responsive behaviours.

### Notes to the huddle leader

- Guide your staff through the proper reporting procedures set out by your organization.
- Reporting is not about assigning blame, instead it keeps the care plan current and helps prevent injuries for both workers and the person in care.
- Summarize the discussion with an overview of what happens after an event is reported (i.e. investigation and follow-up).



### Guiding questions

- Do these scenarios need to be reported? Why or why not?
- If it does, who is responsible for doing so and what steps must be taken?

### Scenarios

- You find a garden hose laying across a pathway that leads to the front door.
- A person in care fell and landed on their right shoulder when they were trying to get out of their chair.
- Each time you call your co-worker for help they don't answer the phone.
- A care plan was not updated after a person in care displayed a responsive behaviour.
- A person in care gripped your hand very tightly, twisting your wrist, to prevent falling out of bed.
- The handrail for a staircase is loose and wobbly.
- You pricked your finger on an improperly disposed needle when changing some bedsheets.
- A high-traffic walkway is dimly lit.



## Safety Huddle: Reportable Situations

Huddle leader: \_\_\_\_\_

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

## Attendance:

Name

Initial

[illegible]

## Notes

[illegible]