

Safety Lessons Learned Guidelines

Purpose

The Lessons Learned safety communication document provides timely information to employees regarding incidents or incident trends. Incident information is shared with the intent to learn from incidents and prevent future loss or damage.

Lessons Learned are issued to all directors, managers and supervisors for significant safety and environmental incidents. Lessons Learned can also be shared with other agencies. This would warn them of potential hazards they should investigate within their workplace. Other serious safety incidents should also be shared at the discretion of the safety personnel. Directors, managers and supervisors are responsible for reviewing Lessons Learned with their staff.

Notes:

- **DO NOT provide personal or confidential information, including medical information or employee names.**
- **The Lessons Learned process and template does not replace the standard injury reporting process required to report worker's compensation claims.**
- **Lessons Learned are reviewed by the Safety Administrator /safety contact and distributed as appropriate to directors, managers, supervisors or all staff.**

Process

1. The supervisor in consultation with the Safety Administrator/safety contact is responsible for gathering all incident information and entering the information into the template below.
2. The Safety Administrator/safety contact completes the Lessons Learned template and requests a peer review from their manager to ensure completeness and that sensitive information is not included.
3. The Safety Administrator/safety contact communicates Lessons Learned to appropriate directors, managers and supervisors within the agency after approval.
4. Directors, managers and supervisors share Lessons Learned with their direct reports at team meetings or safety meetings.
5. Lessons Learned are posted on the agency shared communication site. (List the link below).
6. The Safety Administrator/safety contact forwards the Lessons Learned externally to other agencies if appropriate.

Lessons Learned Template

[Complete the open fields below]



Lessons Learned is a safety communication tool intended to provide timely, reliable and accurate notification of safety related incidents. Incidents are events that result, or could result, in personal injury, illness or property or environmental damage. Please review this information and communicate with staff to raise awareness about similar safety situations or conditions, with the intent of preventing future occurrences.

Incident Title:

Incident Type: [select what type of incident classification applies]

Date/Time:

Agency:

Division:

Description: [Provide summary description of the circumstances surrounding the incident that resulted in the injury or safety event, activities or operations being performed, and known contributing factors to the incident.]

Photo:

Causes: [Describe causes for incident]

Corrective Actions: [Describe briefly any immediate or planned corrective actions, controls or countermeasures that will be implemented in the work area].

Lessons Learned: [List 2 -3 bullet-points that can be used as preliminary learning for all employees]

Please direct questions to [Enter Contact Name, Position and Phone Number]: