

Small Business Safety Calculator – Worksheet

Introduction

Company Name	
Description	

Step 1: Incident Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Time to provide first aid What Costs to Consider: <ul style="list-style-type: none"> • Salary cost of first aider to attend to injured worker • Salary cost of persons to arrange for emergency services and transportation • Salary cost of first aider to fill-out First Aid Record 			
<input type="checkbox"/> Time for transportation to hospital/clinic/home What Costs to Consider: <ul style="list-style-type: none"> • Salary cost of person taking injured person to hospital • Salary cost of waiting for transportation • Salary cost of person remaining with injured person at hospital 			
<input type="checkbox"/> Lost productivity of all affected workers What Costs to Consider: <ul style="list-style-type: none"> • Salary cost of injured worker • Salary costs of all people temporarily not working if not recorded elsewhere, e.g. 4 employees x 1 hr 	Workers		
	Employers		
<input type="checkbox"/> Time to make area safe What Costs to Consider: <ul style="list-style-type: none"> • Cost of activities to make area immediately safe (e.g. stopping machinery, installation of scaffolding, barriers, etc.) • Costs of evacuating the area and/or emergency rescue 			
<input type="checkbox"/> Cost of first aid supplies and equipment used			
<input type="checkbox"/> Cost of ambulance or taxi			
<input type="checkbox"/> Other Costs			

Step 2: Investigation Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Investigate accident What Costs to Consider: <ul style="list-style-type: none"> • Time taken to investigate accident including time to interview injured worker and witnesses, examine equipment, photograph site, take measurements, etc • Time taken to meet with manufacturers, engineers, and other specialists as required 			
<input type="checkbox"/> Time spent to complete an accident investigation report			
<input type="checkbox"/> Time to complete related paperwork for your company (e.g. company records or accident book, payroll records, company report forms, etc)			
<input type="checkbox"/> Time to complete related paperwork for WCB (e.g. Form 7 – Employer’s Report of Injury or Occupational Disease)			
<input type="checkbox"/> For serious accidents, time taken to report incident to WCB and meet with WCB officers which may include time to assist with a WCB investigation			
<input type="checkbox"/> Follow-up meetings to discuss accident What Costs to Consider: <ul style="list-style-type: none"> • Meet with workers, worker representative or safety committee members to discuss accident, findings from investigations, and any required changes to procedures or processes (employer and worker time) • Meet with injured worker and their family • Follow-up with WCB officer 	Workers		
	Employers		
<input type="checkbox"/> Other costs			

Step 3: Damage Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Time to assess damage What Costs to Consider: <ul style="list-style-type: none"> • Time to determine what repairs or modifications may be required as a result of the accident investigations • Time to determine if equipment or parts need to be upgraded or replaced 			
<input type="checkbox"/> Time to repair or replace equipment What Costs to Consider: <ul style="list-style-type: none"> • Labour costs for repairs 			
<input type="checkbox"/> Time to coordinate repair work What Costs to Consider: <ul style="list-style-type: none"> • Time to coordinate purchases • Time to coordinate modifications to equipment including temporary modifications • Time to coordinate production to accommodate repair work 			
<input type="checkbox"/> Clean up time What Costs to Consider: <ul style="list-style-type: none"> • Time for workers to clean-up site • Time to coordinate cleanup 			
<input type="checkbox"/> Cost of outside contractors and materials for clean-up			
<input type="checkbox"/> Cost to dispose of damaged equipment			
<input type="checkbox"/> Cost of replacement parts, equipment, or lost product e.g. robbery, spoilage, miscellaneous damage, loss of truck load			
<input type="checkbox"/> Other costs			

Subtotal

Step 4: Replacement Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Time to hire or relocate replacement worker What Costs to Consider: <ul style="list-style-type: none"> • Time to evaluate whether existing workers can be relocated to cover duties of injured worker or replacement worker needs to be hired • Time to review resumes, conduct telephone interviews, schedule for in-person interviews • Time to test and/or interview potential new workers • Time to coordinate training and orientation of new or relocated worker • Time to complete paperwork 			
<input type="checkbox"/> Relocation or rescheduling of another worker What Costs to Consider: <ul style="list-style-type: none"> • Overtime costs and/or difference in pay • Lost productivity from where relocated worker was removed 			
<input type="checkbox"/> Trainer time for new or relocated worker What Costs to Consider: <ul style="list-style-type: none"> • Time for training • Time for added supervision of new or relocated worker • Lost productivity of person required to train and supervise 			
<input type="checkbox"/> Trainee time for new or relocated worker What Costs to Consider: <ul style="list-style-type: none"> • Time for training • Reduced productivity of new or relocated worker 			
<input type="checkbox"/> Cost to hire a replacement worker What Costs to Consider: <ul style="list-style-type: none"> • Advertising costs • Agency fees if temporary worker used 			
<input type="checkbox"/> Other costs			

Subtotal

Step 5: Productivity Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Lost productivity (work time) due to disruption (delays, waiting to resume, etc.) <p>What Costs to Consider:</p> <ul style="list-style-type: none"> • <i>Costs of reduced productivity (e.g. production lines less efficient)</i> • <i>Cost of contractors or subcontractors standing idle</i> • <i>Cost of lost production on day of accident e.g. overtime required to replace lost production</i> • <i>Cost of lost production during investigation</i> • <i>Reduced productivity due to anxiety and stress felt by co-workers</i> 			
<input type="checkbox"/> Time spent managing the injury claim <p>What Costs to Consider:</p> <ul style="list-style-type: none"> • <i>Contacting worker and WCB to coordinate return-to-work activities and dates</i> • <i>Time to update co-workers on progress of injured worker</i> • <i>Time to update injured workers family</i> • <i>Time to update police</i> • <i>Time to complete Human Resources Development Canada forms (e.g. Record of Employment)</i> 			
<input type="checkbox"/> Reduced productivity of injured worker after they return to work <p>What Costs to Consider:</p> <ul style="list-style-type: none"> • <i>Time to “get up to speed” on production or current project</i> • <i>Worker may still be recovering and not able to carry full workload</i> • <i>Time for follow-up medical appointments</i> 			
<input type="checkbox"/> Other costs			