

**Small Business Safety Calculator – Worksheet**

**Introduction**

<b>Company Name</b>	
<b>Description</b>	

## Step 1: Incident Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Time to provide first aid <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Salary cost of first aider to attend to injured worker</li> <li>• Salary cost of persons to arrange for emergency services and transportation</li> <li>• Salary cost of first aider to fill-out First Aid Record</li> </ul>			
<input type="checkbox"/> Time for transportation to hospital/clinic/home <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Salary cost of person taking injured person to hospital</li> <li>• Salary cost of waiting for transportation</li> <li>• Salary cost of person remaining with injured person at hospital</li> </ul>			
<input type="checkbox"/> Lost productivity of all affected workers <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Salary cost of injured worker</li> <li>• Salary costs of all people temporarily not working if not recorded elsewhere, e.g. 4 employees x 1 hr</li> </ul>	Workers		
	Employers		
<input type="checkbox"/> Time to make area safe <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Cost of activities to make area immediately safe (e.g. stopping machinery, installation of scaffolding, barriers, etc.)</li> <li>• Costs of evacuating the area and/or emergency rescue</li> </ul>			
<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 <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time taken to investigate accident including time to interview injured worker and witnesses, examine equipment, photograph site, take measurements, etc</li> <li>• Time taken to meet with manufacturers, engineers, and other specialists as required</li> </ul>			
<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 WSIB (e.g. Form 7 – Employer’s Report of Injury or Occupational Disease)			
<input type="checkbox"/> For serious accidents, time taken to report incident to WSIB and meet with WSIB officers which may include time to assist with a WSIB investigation			
<input type="checkbox"/> Follow-up meetings to discuss accident <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Meet with injured worker and their family</li> <li>• Follow-up with WSIB officer</li> </ul>	Workers		
	Employers		
<input type="checkbox"/> Other costs			

### Step 3: Damage Costs

Activity	Time	Wage (\$/hr)	\$ Cost
<input type="checkbox"/> Time to assess damage <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time to determine what repairs or modifications may be required as a result of the accident investigations</li> <li>• Time to determine if equipment or parts need to be upgraded or replaced</li> </ul>			
<input type="checkbox"/> Time to repair or replace equipment <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Labour costs for repairs</li> </ul>			
<input type="checkbox"/> Time to coordinate repair work <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time to coordinate purchases</li> <li>• Time to coordinate modifications to equipment including temporary modifications</li> <li>• Time to coordinate production to accommodate repair work</li> </ul>			
<input type="checkbox"/> Clean up time <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time for workers to clean-up site</li> <li>• Time to coordinate cleanup</li> </ul>			
<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 <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time to evaluate whether existing workers can be relocated to cover duties of injured worker or replacement worker needs to be hired</li> <li>• Time to review resumes, conduct telephone interviews, schedule for in-person interviews</li> <li>• Time to test and/or interview potential new workers</li> <li>• Time to coordinate training and orientation of new or relocated worker</li> <li>• Time to complete paperwork</li> </ul>			
<input type="checkbox"/> Relocation or rescheduling of another worker <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Overtime costs and/or difference in pay</li> <li>• Lost productivity from where relocated worker was removed</li> </ul>			
<input type="checkbox"/> Trainer time for new or relocated worker <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time for training</li> <li>• Time for added supervision of new or relocated worker</li> <li>• Lost productivity of person required to train and supervise</li> </ul>			
<input type="checkbox"/> Trainee time for new or relocated worker <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Time for training</li> <li>• Reduced productivity of new or relocated worker</li> </ul>			
<input type="checkbox"/> Cost to hire a replacement worker <b>What Costs to Consider:</b> <ul style="list-style-type: none"> <li>• Advertising costs</li> <li>• Agency fees if temporary worker used</li> </ul>			
<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><b>What Costs to Consider:</b></p> <ul style="list-style-type: none"> <li>• <i>Costs of reduced productivity (e.g. production lines less efficient)</i></li> <li>• <i>Cost of contractors or subcontractors standing idle</i></li> <li>• <i>Cost of lost production on day of accident e.g. overtime required to replace lost production</i></li> <li>• <i>Cost of lost production during investigation</i></li> <li>• <i>Reduced productivity due to anxiety and stress felt by co-workers</i></li> </ul>			
<input type="checkbox"/> Time spent managing the injury claim <p><b>What Costs to Consider:</b></p> <ul style="list-style-type: none"> <li>• <i>Contacting worker and WSIB to coordinate return-to-work activities and dates</i></li> <li>• <i>Time to update co-workers on progress of injured worker</i></li> <li>• <i>Time to update injured workers family</i></li> <li>• <i>Time to update police</i></li> <li>• <i>Time to complete Human Resources Development Canada forms (e.g. Record of Employment)</i></li> </ul>			
<input type="checkbox"/> Reduced productivity of injured worker after they return to work <p><b>What Costs to Consider:</b></p> <ul style="list-style-type: none"> <li>• <i>Time to “get up to speed” on production or current project</i></li> <li>• <i>Worker may still be recovering and not able to carry full workload</i></li> <li>• <i>Time for follow-up medical appointments</i></li> </ul>			
<input type="checkbox"/> Other costs			