

Injury Cost Analysis Worksheet –Direct, Indirect and Operational Costs (For any type of work related injury)

Adapt this as needed for your company and for the data that is available to you.

Remember that not every incident will need this type of detailed analysis to cost-justify a solution

Item/Activity	Time Spent	Wages (\$/hr include % value of benefits if information available))	Total \$ Cost
Direct Costs			
Workers Compensation premiums			
Direct Costs per incident/injury			
1. Medical costs (treatment) immediate and follow-up			
2. Temporary Income benefits (workers comp)			
3. Cost of transport to medical facility (ambulance fees, etc)			
4. On site supplies used			
5. Drug testing			
Indirect costs			
Incident costs			
1. Time to Provide First Care or Onsite Medical Care			
2. Nurse			
3. First Aid responder or other			
4. Time to transport to medical facility (and stay with employee)			
5. Time to complete paperwork			
6. Time to secure area			
7. Time for any other employees assisting with injury			
Investigation Costs			
For each person involved itemize the following:			
1. Time taking to investigate incident			
2. Time to complete paperwork			
3. Time for follow- up meetings to discuss incident (safety committee meeting, EH&S coordinator, supervisors, employees etc)			
Damage Costs (if applicable)			
For the following consider direct cost of equipment and labor costs of all involved)			
1. Costs of clean-up/salvage (Costs of maintenance and other personnel involved)			
2. Equipment repair/replacement			
3. Property/Structural repair/replacement			
4. Equipment rental cost			
5. Material/Product loss			
6. Material/Product rework			
7. Cost of disposal of damaged equipment/product			

Injury Management Costs For each person involved (e.g. nurse, human resources, supervisor, manager) itemize the following:			
1. Time spent to manage claim: phone calls, meetings			
2. Meetings with injured employee and others			
3. Phone calls			
4. Paperwork			
5. Return to work program –			
▪ Time to organize			
▪ Job evaluations			
▪ Partial wage replacement			
▪ Cost of Equipment or tool, workstation redesign etc			
6. Other costs			
Legal Costs			
1. Legal Counsel fees			
2. Management time/employee preparation time, witnesses, etc			
3. Expert witness fees			
4. Fines			
5. Other Costs (Settlements, etc)			
Worker Replacement Costs or Turnover Costs			
1. Advertising fees			
2. Time to hire			
3. Direct labor cost (hourly rate including fee if contractor or temp worker)			
4. Include benefit burden if permanent employee			
5. Time to training and orientation			
6. Time for supervision			
7. Impact on productivity –getting new worker ‘up to speed’ on production or current project			
8. Impact on quality			
Productivity or Operational Costs			
1. Lost productivity (work time) due to disruption			
2. Impact on quality (rejects, rework, scrap, service quality)			
3. On day of accident and during investigation			
4. On Subsequent days			
5. Cost of overtime and/or standby labor			
6. Cost of increased quality inspection or other measures to avoid lost production or quality defects/issues			
7. Cost to return injured work to job			
▪ Time to worker ‘up to speed’ on production or current project			
▪ Time for follow-up medical appointments			
8. Other costs			
Total Direct, Indirect and Operational Costs			