

Section 11

Records / Summaries

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11.1 INTRODUCTION

Safety program management is a dynamic and constantly evolving process. The maintenance of records should help keep track of this process. These records provide reference of program activities and results. They provide the information necessary to assess the program, make necessary modifications, and plan for future activities.

11.2 REPORTS ON FILE

Safety related reports that are kept on file should be stored so that they are available. Reports that should be kept on file include:

- Safety orientation/training forms (in each employee file);
- Minutes of tailgate meetings (filed by date);
- Minutes of pre-job/general meetings (filed by date);
- Reports of general inspection (filed by date);
- Incident/accident investigation reports (filed by date);
- First-aid treatment reports (filed by date) (regulatory requirements);
- Communication from management regarding safety (filed by date).

All forms or reports should be neat and readable, completely filled out and signed / dated by the appropriate worker, manager/ party chief.

11.3 SUMMARIES

Examining summaries will help in determining trends and setting priorities for future program measures.

11.4 SAFETY PROGRAM AUDIT

A safety program audit is a comprehensive and objective evaluation of the design and effectiveness of our safety program. Auditing our safety program allows us to:

- obtain valuable input from employees and others at our worksites on the usability and practicality of your safety program;
- evaluate each individual component of our operation to determine how well our program is being implemented.

An audit is conducted periodically by a trained safety auditor either from within the organization or from outside.

Procedure:

- train or select an auditor;
- gather relevant written materials that are part of safety program;
- gather job descriptions or lists of safety responsibilities;
- gather inspection checklists;
- gather hazard and accident report forms;
- gather standard work procedures;
- gather training materials;
- gather policies;
- gather emergency procedures;
- inform other employees that an audit is taking place, and how they will participate;
- conduct the audit;
- analyze the results and report to management;
- file copies of reports.

11.5 STATISTICS

The injury frequency rate and injury severity rate as set in the American National Standards institute (ANSI) Z16.4 Code are two commonly used indicators. The **Injury Frequency Rate** is calculated as follows:

$$\frac{\text{No. of lost time cases} \times 200,000}{\text{No. employee - hours of exposure}}$$

A recordable case is an injury incident which results in one or more lost work days other than the day of the accident. The Injury Severity Rate is calculated as follows:

$$\frac{\text{No. of workdays lost} \times 200,000}{\text{No. employee - hours of exposure}}$$

Total Recordable Frequency (TRF) is another is great tool as a key performance indicator, TRF is calculated as follows:

$$\frac{\text{Lost time injuries} + \text{Modified work cases} + \text{Medical aid incident} + \text{Fatalities} \times 200,000}{\text{Hours of exposure}}$$

ALL-CAN MONTHLY REPORT

Month: _____

Personnel

<i>As of the first day of the month</i>	Total Number of Worker's (Includes: Office, Field & Contactors)		
	B r e a k d o w n		
	Office	Management:	Other:
	Field	Crew Chief:	Assistant:
	Contractor's	Crew Chief:	Assistant:
End of Month Totals	Office Hours: <i>(Calculated)</i>	Field Hours:	Kilometres:

Number of Personnel Hired: _____

Details: _____

Number of Personnel Released: _____

Details: _____

Lost Time Incidents::: _____

Details: _____

Modified Work Cases : _____

Details: _____

Medical Aid: _____

Details: _____

First Aid: _____

Details: _____

Near Misses: _____

Details: _____

Vehicle Incidents: _____

Details: _____

Additional Comments: _____

ALL-CAN MONTHLY SUMMARY

Year:

Month	Average Employee (Including Contractors)	Hours	Km's	Lost Time Incidents	Modified Work Cases	Medical Aid	First Aid	Near Miss	Vehicle Incidents
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Totals									

Injury Frequency Rate (lost time cases) x 200,000 = _____
 No. employee - hours of exposure

Injury Severity Rate (# work days lost) x 200,000 = _____
 No. employee - hours of exposure

LTI + Medical Aid. + Modified Work x 200,000 = _____ (TRF)
 Hours of Exposure

ALL-CAN YEARLY COMPARISON

Year	Average Employee <i>(Including Contractors)</i>	Hours	Km's	Lost Time Incidents	Modified Work Cases	Medical Aid	First Aid	Near Miss	Vehicle Incidents	Total Recordable Frequency	Injury Severity Rate	WCB Rate	
												All-Can	Industry
2010	70	135210	802000	1/21 Days	0	0	0	0	0	1.48	31.09%	1.51	1.14
2011	77	138978	788125	1/21 Days	0	0	0	1	0	1.44	28.78%	1.44	0.94
2012	72	134782	898800	0	0	0	4	3	0	0	0	1.41	0.79
2013	73	137150	796754	0	0	0	0	2	0	0	0	0.86	0.69
2014	71	128767	702914	0	0	0	5	2	1	0	0	0.73	0.59
2015	63	86874	413742	0	0	1	2	2	0	2.3	0	0.60	0.61
2016	55	73971	327741	0	0	0	2	9	0	0	0	0.58	0.72
2017												0.65	0.79
2018													
2019													

$$\frac{\text{LTI} + \text{Medical Aid} + \text{Modified Work} \times 200,000}{\text{Hours of Exposure}} = \text{_____ (TRF)}$$

$$\frac{\text{Injury Severity Rate} (\# \text{ work days lost}) \times 200,000}{\text{No. Employee} - \text{hours of exposure}} = \text{_____}$$