



10 Records and Statistics

10.1 Records and Statistics Policy

10.2 Monthly Forms Submittal



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ASSURANCE CONSTRUCTION requires the development and maintenance of statistical recording procedures within the ASSURANCE CONSTRUCTION health and safety program in order to provide current and comparative information for Management, Supervisors, and workers.

Statistics on claim costs, type & frequency of injury or illness, frequency of incidents, severity of incidents, and work site locations of accidents will be recorded and analyzed. Calculations will be based on 100 employees or 200,000 manhours per year. These statistics will be recorded on the Incident Report and submitted to the Manager for review.

ASSURANCE CONSTRUCTION will compare the year to year performance of the ASSURANCE CONSTRUCTION health and safety program.

ASSURANCE CONSTRUCTION will keep records and statistics relating to safety and this information will be used to identify root causes, trends and to maintain and continually improve health and safety through corrective actions.

Supervisors will review statistics related to their areas of responsibility, Health and Safety Officer recommendations. Where necessary, they will take action to correct any safety problems identified.

Retaining Records

Records and statistics documentation will be kept permanently.

10.2 Monthly Forms Submittal

A summary of the following forms should be sent to the senior management monthly (there may be other items to send):

- Monthly injury summary
- Formal inspection
- Hazard assessments
- Provincial regulatory body inspections
- Violations

All safety documentation must be returned to the Safety Officer at the end of a project. If a project runs over the end of a calendar year, all safety documentation must be sent in at the end of the year.

Paul Wolff, Senior Administrator, June 2015