

## **GENERALSAFETY ACTIVITY REPORT**

### **INTRODUCTION**

1. In order to assist in monitoring, evaluating and updating the departmental General Safety Program, bases through their BGSOs will submit an annual Base General Safety Activity Report (BGSAR) covering the period 1 Apr - 31 Mar. This report is to be forwarded by 30 Apr to parent Commands/Groups. The BGSAR will highlight and summarize major general safety activities occurring throughout the reporting period. It will also provide BGSOs the opportunity to pass on lessons learned and other useful new information required throughout the year.
2. Command/Group GSOs will consolidate the reports by providing an overview of the General Safety Program in their jurisdiction including a summary of program initiatives, difficulties, personal achievements, awards, etc. These reports will be forwarded to NDHQ/D Safe G by 31 May for inclusion as Annexes in the Annual D Safe G Report.

### **INFORMATION REQUIRED**

3. The Base General Safety Activity Report will contain the following information:
  - a. number of functioning OHS workplace committees on base;
  - b. number of refusals to work;
  - c. number of Employment and Social Development Canada - Labour Directives received and implemented, appealed, upheld by ESDC - Labour or outstanding;
  - d. number of Base personnel who attended national safety courses (SMC, BSOTC, OHC, SPEC, SLC, HOIC, RTWAC, RTWCC);
  - e. description of locally conducted safety courses, numbers trained and involvement of BGSO on each;
  - f. Injury Frequency Rate (IFR), Injury Severity Rate (ISR), Modified Duty Rate (MDR) and Light Duty Rate (LDR) for military and civilians;
  - g. list of safety awards and commendations presented;
  - h. description of major initiatives taken during the year including any safety campaigns;
  - i. lessons learned to pass on to other Bases; and
  - j. any additional items deemed worthy for inclusion in the report.