

SECTION 13 – RECORDS & STATISTICS

CONTRENTS

Records and Statistics Policy	2
Frequency and Severity Rates	3

RECORDS AND STATISTICS POLICY

Grd Construction Ltd. will maintain adequate records and statistics relating to health and safety as required by OH&S and/or WCB regulations. Appropriate records and statistics will be maintained and retained for all of the Safety and Loss Prevention program elements that require them. They will be maintained as follows:

Five year retention

OH&S and/or WCB notices, inspections, compliance reports, assessments

Planned inspection reports

Unplanned inspection reports

Daily log books

Tool box/Safety meeting minutes

Emergency preparedness records

Injury records

WCB and/or OH&S claims

First aid records and reports

Incident and Near miss investigations

Worker orientation records

New or Young worker records

Employee violation records

Corrective action records

Miscellaneous

Equipment Records – Life of equipment plus one year

Worker training and education records will be kept for 5 years or the stay of the worker with the company plus one year, whichever one is the longer period of time.

Note: The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO

FREQUENCY AND SEVERITY RATES

All Lost time illnesses of injuries are to be included in the calculations.

Injury rates should be determined as soon after each period as the information becomes available.

Rates should be calculated on a minimum yearly basis.

Annual frequency rates should be based on all lost time injuries and illnesses that occurred within the calendar year.

Days charged for reported cases in which the disability continues beyond the closing date of the calendar period should be determined by WCB and/or OH&S.

Safety statistics shall be kept on the Month and Year to Date Safety Statistics by the safety coordinator.

Foreman shall report injuries to safety coordinator after completing the Incident Report.

The Following formulas are to be used when calculating severity and frequency rates:

Frequency Rate: Related the injuries to the hours worked during the period and expresses them in terms of two hundred thousand hour units

$$\frac{\text{Number of Loss time Injuries X 200,000}}{\text{Total hours worked by all employees during calendar period}}$$

Severity Rate: Relates the days charged due to injuries to the hours worked during the period and expresses them in terms of two hundred thousand hour units.

$$\frac{\text{Number of Loss Work Days X 200,000}}{\text{Total hours worked by all employees during calendar period}}$$

The frequency and severity rates show, respectively, the rate at which disabling, injuries and illnesses occur and the rate at which time is changed. A third formula can show the average severity of the disabling injuries.

Average Days Charged per disabling injury

$$\frac{\text{Severity Rate}}{\text{Frequency Rate}}$$

“Total hours worked by all employees” includes those in administrative and other departments.