



RECORDS & STATISTICS POLICY

Senior Management believes that for health and safety performance to continuously improve it must be organized, monitored, and regularly measured. We are committed to collecting, maintaining, reviewing and evaluating documents, reports, records, and information analysed to formulate statistics and identify trends as set out in the corresponding procedure.

Statistics and trends will be reviewed quarterly, analyzed at least annually, and used to develop corrective action plans, goals, and objectives. In addition, year over year trend comparisons will be developed and reviewed with the outcome aimed at continuous improvement of safety performance, program effectiveness, legal compliance, and improvements to the HSMS.

Safety documentation used for trend analysis will provide a historical account of the improvements to the health and safety program. Hard copies of this documentation will be retained for a minimum of two (2) years unless otherwise required by regulatory or customer requirements. All electronic copies will be stored indefinitely.

Records of accidents involving injuries where medical attention is received shall be kept on file for seven (7) years and occupational disease records will be retained permanently.

The HSE department will gather data for analysis and review project specific safety documents regularly. Documents will be filed in the appropriate binders on site and in folders on the server. Adequate training will be provided to ensure supervisors, managers and project coordinators know where to file and access needed safety documentation.

Where improvements are deemed necessary, revisions to the OHSMS will be made in consultation with managers, supervisors, JHSC, representatives and employees.

Management will:

- Rigorously carry out implementation and enforcement this policy and procedure
- Ensure HSMS documents and resources are available electronically or in hard copy
- Ensure safety related documentation is maintained on site until the project is complete
- Upon project completion ensure hard copy documents are sent to head office
- Communicate statistics, trends, goals and objectives

Supervisors are responsible to:

- Ensure all required documents and forms are properly filled out and filed
- Ensure safety related documentation is maintained on site until the project is complete
- Upon project completion ensure hard copy documents are sent to head office
- Ensure workers receive training to fill out and file HSMS forms and documents
- Participate in communication meetings

Employees are individually responsible to:

- Fill out forms and documents required by the HSMS
- File forms electronically or manually as required
- Adhere to company rules and directives
- Participate in communication meetings



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Our Records & Statistic Procedure includes more information on responsibilities, time frames, methods of development, gathering and evaluating information to identify trends, create action plans, and communicate results to workers and others as deemed required.

Compliance with our health and safety policy and supporting HSMS is a condition of employment. Violations are subject to our progressive discipline process up to and including termination and/or removal from site.

A handwritten signature in black ink, appearing to read 'Sandra', is written above a horizontal line.

Signature

February 24, 2023

Date