
 <b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b>	<b>9.1 Records and Statistics Procedure</b>			
	Revision Number: <b>R0</b>		Number of Pages: <b>5</b>	
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## RECORDS AND STATISTICS PROCEDURE

### PURPOSE

Top Management believes that for health and safety performance to continuously improve, it must be organized, monitored, and regularly measured. J-AAR is committed to reviewing statistics, identifying trends, and developing corrective actions to ensure program effectiveness, maintain legal compliance, and continually improve the Occupational Health and Safety Management System (OHSMS).

This procedure will help reduce incidents, injuries, and risk to workers by establishing a system to review records, statistics, and documents.

### DEFINITIONS

#### **Document**

A blank template, document or form used to record safety related information including emergency plans, hazard assessments, inspections, incident reports or other form or report used to comply with the OHSMS.

#### **Lagging Indicator**

A reactive measure of negative safety performance measuring the effectiveness of a safety program after something has occurred (incident, injury, equipment damage near miss). Typical lagging indicators include the number of incidents, lost time accidents, medical aid, first aid, property damage and near misses.

#### **Leading Indicator**

A proactive measure of prevention efforts in safety systems and processes including inspections, meetings, training, hazard reports, surveys, equipment inspections, recommendations, communications and worker involvement.

#### **Quantitative Information**

Relevant and verifiable data produces a numerical value which is then used to identify trends, predict probability and monitor the effectiveness of the OHSMS.

#### **Qualitative Information**



Information, records or documents that do not have a numerical data, for example talking to employees about why a certain incident occurs to get a better understanding of why it happened or tracing an incident back to the root cause or measuring safety culture.

#### **Record**

A template, document or form such as emergency plans, hazard assessment, inspection, incident report or other form or report completed electronically or manually to comply with the OHSMS.

Records also include written information such as orders or directives from the MLITSD, MECP, JHSC minutes, medical records, or other regulatory authorities.

These forms can be used for statistical review, identifying trends, and will be kept for a specific time or permanently as required.

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### **Statistic**

A collection of information gathered over time, compiled, and interpreted to show experience, identify trends, and used to compare historical data to expected outcomes.

### **SCOPE**

This procedure applies to J-AAR's monitoring and measurement of health and safety documents, reports and records.

Documents, reports, and records will be developed, retained, and collected so that statistics can be gathered. Statistics will be used to identify trends and reviewed when evaluating OHSMS performance.

In addition, the procedure sets out responsibilities, time frames, and methods of gathering and evaluating information, identifying trends, creation of action plans and communicating results to workers and others as deemed required.

Statistics and trends identified will be reviewed by Top Management, at least annually, with the goal of identifying:

1. Areas of excellence.
2. Non-conformance with program requirements.
3. Areas for improvement, prevention of injuries and damage to equipment and property.

Both leading and lagging indicators will be tracked and reviewed to assess safety performance, identify trends, and determine needs to improve health and safety performance as well as safety culture.

#### To ensure the greatest opportunity to identify trends:

- All OHSMS documents, forms and resources are available electronically or as hard copy.
- Documentation and records will be maintained for projects, offices, and facilities.
- Hard copies of health and safety records will be maintained for two (2) years (unless otherwise required) to provide a historical account of the health and safety program.
- Digital copies will be stored on J-AAR or HCSS servers indefinitely.
- Records of medical aid injuries shall be kept on file for seven (7) years.
- Records of occupational disease will be maintained indefinitely.

Data and trends, including historical comparison and recommendations for change, will be communicated to Top Management for their review prior to the annual OHSMS review.

### **PROCEDURE**

#### **Identifying Required Data**

The HSE team or designate will:

- Identify records, forms, and information to be gathered and used to develop leading and lagging indicator statistics to measure the applicability, implementation, and effectiveness of the OHSMS.



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- Review safety documents regularly to analyze data to identify trends.
- Generate a report including trends and comparisons with past performance for review.
- Communicate the trends to Top Management.
- Make recommendations for improvement of the OHSMS.

#### Reports will include at a minimum:

- Lost Time Incidents
- Modified Work
- Medical Aids
- First Aids
- Incident Reports
- Equipment and Property Damage
- Vehicle Incidents
- Inspections

#### Documents and information gathered may include but are not limited to:

- Safety talks and communications (Leading indicator)
- Total number of supervisor inspection reports (Leading indicator)
- Total number of JHSC/worker rep inspection reports (Leading indicator)
- Equipment inspection reports (Leading indicator)
- Emergency response drill reports (Leading indicator)
- Total number of hazard assessments (Leading indicator)
- Total number of hazard reports (Leading indicator)
- New safe work policies and procedures (Leading indicator)
- Progressive discipline records (for safety contraventions) (Lagging Indicator)
- Training sessions and courses (Leading indicator)
- Total number of health and safety meeting minutes/records (Leading indicator)
- Recommendations and issues resolved (Leading indicator)
- Subcontractor performance reports (Leading indicator)
- Total number of near miss reports (Lagging Indicator)
- Total number of incidents (Lagging Indicator)
- Total number of first aid injuries (Lagging Indicator)
- Total number of medical aid injuries (Lagging Indicator)
- Total number of modified work injuries (Lagging Indicator)
- Total number of critical injuries (Lagging Indicator)
- Total number of fatalities (Lagging Indicator)
- Total number of lost time injury days (Lagging Indicator)
- Total number of on road vehicle accidents/kilometers driven (Lagging Indicator)
- Total number of off-road equipment incidents (Lagging Indicator)
- Cost of equipment damage (Lagging Indicator)

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- Total number of property damage incidents (Lagging indicator)
- Summary of regulatory visits, orders, and directives (Lagging Indicator)
- Work refusals reports and results (Lagging Indicator)
- Training sessions (Leading Indicator).

Records and statistic reports will be available at all times for review by Top Management, stored on the company servers. The reports will present the data in tables, graphs, pyramid designs and Excel spreadsheets for review. Data will be collected for each month every year for comparison to previous months and years.

Top management will also receive each week a “scorecard” of each project, detailing its legislated and company mandated requirements that must be completed by project supervisors.

Corrective requirements that are determined after reviewing the records, statistics and scorecards will be delegated by Top Management.

### **Data For Statistical & Trend Analysis**

#### Managers and supervisors:

- Ensure that forms, documents, and checklists required by the OHSMS are completed at worksites and facilities and filed accordingly.

#### Workers:

- Populate information on our forms, documents, and checklists as instructed and submit them as required.

#### Paper Documents, Forms and Records:



- Paper documents, forms and records must be filed at the worksite daily and submitted to head office weekly or sooner.

#### Electronic Documents, Forms and Records:

- Must be filed by the end of each workday or sooner.

#### The HSE team or designate will:

- Review and organize data from worksites and facilities to create statistics.
- Identify trends using statistical data.
- Generate reports including monthly, quarterly, annually and year over year comparisons using information, charts, and graphs.
- Design additional reports that the HSE team in consultation with Top Management identify as valuable.
- Provide the reports to Top Management for review monthly or as otherwise required.
- Ensure year over year reports are generated for annual review.
- Develop a presentation including charts and graphs to compare year-over-year results.

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### Review

#### Top Management will:

- Top Management will review statistics at least quarterly and consider the information in a timely fashion.
- Some trends may be reviewed more often (monthly) when required to determine the effectiveness of corrective actions or compliance with regulatory orders, directives or as determined necessary.
- Support changes to the OHSMS as required to improve negative trends.
- Communicate and celebrate positive trends.
- Set goals and objectives to improve health and safety performance.

#### Health and safety team:

- The health and safety manager or designate will review health and safety statistics including both leading and lagging indicators and prepare a trend analysis and comparison report for previous years.

#### JHSC:

- The JHSC and representatives will review statistics and trends quarterly, at a minimum.
- Some trends may be reviewed more often as determined by the company.
- Make recommendations for changes to the OHSMS to improve safety performance.

### Training

- In-house training will be conducted by the health and safety team to include the contents and requirements of this procedure, how and where to access documentation, and how to create, populate, and store records in compliance with the OHSMS.
- External training will be provided as required which may include JHSC duties and certification.

### Communication

- Trend reports including annual statistics, and year-over-year reports will be communicated to all employees. This may occur through safety talks, announcements, townhall meetings and, at a minimum, the annual health and safety meeting.
- Objectives and goals based on trends will be communicated by Top Management.
- Employee input, ideas and recommendations will be considered during meetings.

### Changes

- Changes to information gathered and tracking of trends will be implemented as required or as deemed necessary.
- Policy, procedure, and practice changes will be developed by the health and safety team with input from workers and supervisors and with approval from Top Management.