



Occupational Health & Safety Program

SECTION 6

RECORDS and STATISTICS

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RECORDS and STATISTICS

6.1 INTRODUCTION

Purpose

The purpose of this element is to provide a practical and uniform method for recording and measuring incidents and employee injuries occurring on the job. Incident and injury rates will be compiled in accordance with the WorkSafeBC standards. This information will be used to evaluate:

- The severity of the employer's injury trends;
- The promoting of safe work practices and procedures;
- The effectiveness of the safe work practices and procedures;
- The progress in improving the injury rate and severity for employees in their work environment, and
- The basis for general analysis of injury categories to assist in prioritizing injury prevention efforts.

Scope

The records and statistics cover the recording and treatment of data necessary for the computation of incident and injury rates of employees, and forms a general basis for analysis of the reported incident and injuries. This information will then be utilized to examine the safety and health program, which may assist in the identification of trends and what measures should be undertaken to improve incident prevention.

6.2 FORMULAS

Severity Rate: A recordable case is an injury incident that results in one or more lost workdays other than the day of the incident. The Injury Severity Rate is calculated as follows:

$$\frac{\text{No. of workdays lost} \times 200,000}{\text{No. of employee-hours of exposure}}$$

Frequency Rate: The injury frequency rate is the number of injuries that results. The Frequency rate is calculated as follows:

$$\frac{\text{No. of recordable cases} \times 200,000}{\text{No. of employees-hours of exposure}}$$

6.3 REPORTS ON FILE

The following is a list of some of the safety-related reports that are kept on file. Some are maintained in the District Health and Safety Manager's file system and others at the site. The appropriate personnel and regulatory agencies must be able to access them. Some of the trend forecasting will be done online through WorkSafeBC CMS, and others will be created by School District No.23 via the online *Public Schools Claims Management Services (PSCMS)*.

1. **Workers Orientation** – Worker orientations will be maintained at by Human Resources and the site. (records should be kept indefinitely).
2. **First Aid Records** – all First Aid records are maintained at the site in the First Aid book (3 years ~ WCA43)
3. **WorkSafeBC Injury Claims** – These records are maintained at the District Health and Safety Office in an online reporting library call *Public Schools Claims Management Services (PSCMS)*. Statistics can be generated from this program on injury rate, injury duration, injury causation, injury by occupation, injury severity.
4. **Incident Investigation Reports** – The maintenance of these reports is a combination of at the site and at the District Health and Safety Office and WSBC online portal. (2 years ~ WCA43)
5. **Inspection Reports** – Site inspection reports a maintained at both the site and by the District health and Safety Office. (2 years ~ WCA43)
6. **Joint Health & Safety Committee Reports** - Site Committee reports a maintained at both the site and by the District health and Safety Officer. (2 years ~ WCA43)
Safety Training Records – The maintenance of these records is a combination of at the site and at the District Health and Safety Office (2 years from the date the person ceases to be a member of the safety committee ~ OHSR 3.27). The District Health and Safety Office uses a variety of methods for tracking safety training:
 - a. **Safe23 Website** – The Safe23 website is where there is a library of online safety training courses. A permanent record of completion is created when a worker completes one of the online safety training courses.
 - b. **Health & Safety Office** – All safety-training records must be forwarded to and will be maintained by the SD54 Safety Officer. Training certificates or record of training must be forwarded with site based monthly safety reports. Training would include, but not be limited to, First Aid Attendant training, Site Committee training, training, Non-Violent Crisis Intervention, etc. Training record must be kept for 2 years from the date of the training
 - c. **Other Records** (audiometric records, IAQ records, ergonomic records, etc.) - are also maintained at the District Health and Safety Office.
7. **Asbestos Inventory** - the Operations' Department and the Health & Safety Department maintains these records through our online database (ebase).

8. **Equipment Preventative Maintenance Record** – the Operations’ Departments maintains these records. Or, in the case of a school, at the site of the equipment (for the life of the machine ~ OHRS 4.9)
9. **Traffic Safety Training Records** – the District Safety Officer maintains these records.