**SAMPLE MONTHLY RECORDS AND STATS FORM**

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| **Item being assessed and recorded, please keep supporting records and documentation in the respective file by department or section.** | **MONTHLY** | | | | | | | | | | | | **ANNUAL TOTAL** |
| **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** |
| Current number of employee’s |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of employees hired in current month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of orientations held |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of tool box meetings held |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number JOHSC meetings held |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Month of “Annual General Meeting” |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formal inspections conducted |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hazards identified / reported |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Incidents reported |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Incidents investigated |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Near miss reports |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment damage reports submitted |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintenance records submitted |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of first aid reports |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of training courses completed |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**SAMPLE QUARTERLY RECORDS AND STATS FORM**

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| **Item being assessed and recorded, please keep supporting records and documentation in the respective file by department or section.** | **QUARTERLY** | | | | **ANNUAL TOTAL** |
| **FIRST QUARTER** | **SECOND QURATER** | **THIRD QUARTER** | **URTH QUARTER** |
| Current number of employee’s |  |  |  |  |  |
| Number of employees hired in current month |  |  |  |  |  |
| Number of orientations held |  |  |  |  |  |
| Number of tool box meetings held |  |  |  |  |  |
| Number JOHSC meetings held |  |  |  |  |  |
| Month of “Annual General Meeting” |  |  |  |  |  |
| Formal inspections conducted |  |  |  |  |  |
| Hazards identified / reported |  |  |  |  |  |
| Incidents reported |  |  |  |  |  |
| Incidents investigated |  |  |  |  |  |
| Near miss reports |  |  |  |  |  |
| Equipment damage reports submitted |  |  |  |  |  |
| Maintenance records submitted |  |  |  |  |  |
| Number of first aid reports |  |  |  |  |  |
| Number of training courses completed |  |  |  |  |  |
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