

**SAMPLE MONTHLY RECORDS AND STATS FORM**

<b>Item being assessed and recorded, please keep supporting records and documentation in the respective file by department or section.</b>	MONTHLY												<b>ANNUAL TOTAL</b>	
	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														

## SAMPLE QUARTERLY RECORDS AND STATS FORM

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 QUARTER	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					

