

SAMPLE REORDS AND STATS POLICY

Maintaining current health and safety records and statistics is a major part of a good health and safety program. Many policies, procedures, notices, statements and reports are necessary to fulfill legal and health and safety program requirements.

<Company Name> will maintain records and statistics relating to health and safety as required by the Workers Compensation Board of Nova Scotia and the Nova Scotia Occupational Health and Safety Act, and Regulations.

Good record keeping will be used by <Company Name> to:

- Monitor and evaluate the health and safety performance of the company, specific job sites, supervisors and workers.
- Identify common factors or trends in incidents to assist in the development of the incident reduction program and our overall health and safety program.
- Monitor and evaluate the effectiveness of corrective actions.
- Meet all legislated requirements.

Worker Responsibilities

- Report all incidents, accidents (MV), first aid occurrences, near-misses and equipment damage to supervisors immediately.

Supervisor Responsibilities

- Send all relevant documentation regarding all incidents, accidents (MV), first aid occurrences, near misses and equipment damage to the main office prior to end of shift.
- Send all relevant health and safety information to the head office and follow up with procedures to prevent similar occurrences.

Management Responsibilities

- Maintain all records
- Monitor injury frequency
- Compile information for the annual health and safety review
- Ensure follow up of all action items from the annual review

This policy will be followed up by a thorough review each year by the JOHSC / Safety Rep and be presented to all employees at our annual general meeting.

