# Program Administration and Review

## Overview

Maintaining current health and safety records and statistics in a central location is a critical part of an effective health and safety system. Many policies, procedures, notices, statements and reports are necessary to fulfil legal and health and safety requirements.

## Policy Statement

**(Company Name)** will maintain records and statistics relating to health and safety as required by the *Workers Compensation Act* and the Occupational Health and Safety Regulation.

## Records

Good record keeping will be used by **(Company Name)** management to:

* Monitor and evaluate the health and safety performance of the company, specific job sites, supervisory personnel and workers
* Identify common factors or trends in accidents/incidents to help develop the incident reduction program
* Monitor and evaluate the effectiveness of corrective actions

## Responsibilities

### Workers

Report all incidents to supervisors, including near misses, all injuries and property damage.

### Supervisors

Send all relevant health and safety information to the designated company record keeper and follow up with procedures to prevent recurrences.

### Management

* 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

Each department will keep health and safety information and have it available upon request. This information should include:

* Accident/incident investigation reports
* Inspection records (company and external, such as WorkSafeBC)
* Disciplinary action records
* First aid treatment records
* Copies of WorkSafeBC forms 6A, 7, and WorkSafeBC monthly claims cost statements
* Worker medical questionnaire responses
* Right to refuse unsafe work occurrence records
* Worker and contractor safety commitments
* Orientation and training records
* Records of management meetings
* Health and safety program annual review records

## Statistics

Statistics must be tracked to help determine how well **(Company Name)** is achieving their health and safety goals. **(Company Name)** will regularly use WorkSafeBC’s Safety Planning Toolkit to establish these goals.

Frequency, severity and average days-lost rates can be used as lagging indicators of the level of success. They show the rate and duration of work-related lost time injuries and illnesses. The following guidelines are provided for producing the required statistics.

Work-related injuries and illnesses that should be included in calculations are those that require treatment by a physician, with prescribed absence from work beyond the day of illness or injury occurrence.

Illness and injury frequency, severity and average days-lost rates will be determined each month:

* Frequency, severity and average days-lost rates will be based on all lost time work-related injuries and illnesses that appear on WorkSafeBC’s monthly claim cost statements.
* Days charged for illnesses and injuries, for which the disability continues beyond the statement date, will be included in following month’s calculations.
* Injuries or illnesses that occurred over a long period, such as bursitis or tenosynovitis, will be included in the month they are reported.

The following formulas are industry-accepted methods for calculating work-related lost time illness and injury frequency and severity rates.

### Frequency Rate

(Total number of lost time injuries and illnesses x 200,000) ÷ total hours worked during the month, year, etc.

### Severity Rate

(Total days lost due to work-related injuries and illnesses x 200,000) ÷ total hours worked during the month, year, etc.

**Note:** The 200,000 figure represents 100 workers at 40 hours per week for 50 weeks per year.