

<b>Title:</b>	Statistics and Records Policy
<b>Adopted on:</b>	January 24, 2022
<b>Adopted by:</b>	City Manager
<b>Jurisdiction:</b>	Safety Coordinator
<b>Revision Date:</b>	January 24, 2022

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## **1. RECORD KEEPING**

Health & Safety program management is a constantly evolving process. The City of Weyburn will maintain accurate records to comply with internal policies as well as governmental acts and regulations. All safety-related reports shall be kept on file and stored so that they are readily available. Reports & Records to be kept on file include:

- Safety Orientation forms (filed in employee file or by date)
- Employee training records (filed in employee file)
- Minutes of safety meetings & Hazard Assessments (filed by date)
- Inspection Reports (filed by date)
- Accident/incident investigation reports (filed by date, location and type of incident)
- Initial Reports (filed by date & type of incident)
- Medical treatment reports (filed by date and location)
- Vehicle Inspections (filed by date & vehicle)
- Pre-Trip/Use inspections (filed by date & vehicle)
- Employee recognition or Discipline (filed by date or in employees file)
- Vehicle and Equipment Repairs (filed by vehicle and/or date)
- Specialty PPE Inspection and Service Records (Filed by Location, type and date)
- Worksite Safety Inspection Records (filed by date and location)
- Safety Audit and Corrective Action plans (filed by date and location)

## **2. STATISTICS**

The City of Weyburn will maintain statistical records pertaining to workplace injuries and illnesses. There is to be a monthly, quarterly and yearly summary completed. The statistical records are intended to show pattern or trends relating to workplace injuries and illnesses and show areas that may require more attention to safety, practices, procedures or PPE.

## **3. COLLECTING STATISTICS**

Each month statistics are entered on a spreadsheet. The following statistics are collected using ALL workers (both office and field):

- Work Hours
- Lost Time Injuries
- Lost Workdays
- Restricted /Modified Work Cases
- Medical Aids
- First Aids
- Near Misses

#### **4. DEFINITIONS**

**Employee** - As used in this standard, any person engaged in activities for an employer from whom direct payment for services is received. This includes working owners and officers.

**Exposure or Employee Hours** - The total number of hours worked by all employees, including those in operating, production, maintenance, transportation, clerical, administrative, sales, and other activities.

**Work Environment** - The environment comprised by the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off an employer's premises.

**First Aid** - Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not require medical care even though provided by a physician or registered professional personnel.

**Medical Treatment** - Any treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician.

**Work-Related Case** - Any occupational injury suffered by an employee that results from a work accident or from an exposure involving a single incident in the work environment. Any occupational illness caused by exposure to environment factors associated with employment.

**Near Miss** – An unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

**Occupational Injury** - Any injuries, such as a cut, fracture, amputation etc., that results from a work accident or from an exposure involving a single incident in the work environment.

**Occupational Illness** - Any abnormal condition or disorder of any employee, other than on resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

**Recordable Case** - Any work-related injury case requiring more than first aid, and all occupational illnesses. Recordable cases include:

- deaths, regardless of the time between the occupational injury or illness and death;
- all occupational illnesses;
- all occupational injuries resulting in any of the following:
  - lost workdays, either days away from work or days of restricted work activity;
  - medical treatment other than first aid;
  - loss of consciousness;
  - restriction of work or motion;
  - temporary or permanent transfer; or
  - termination of injured or ill employee.

**NOTE: Any case that involves lost workdays must be recorded since it always involves one or more of the criteria for recordability.**

**Lost Time Days**- Those workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should not include the day of

injury or onset of illness or any days on which the employee would not have worked even though able to work.

**Restricted Work Days**- Those workdays (consecutive or not) on which, because of the occupational injury or illness, the employee was assigned to another job on a temporary basis, worked at a permanent job less than full time, or worked at a permanently assigned job but could not perform all duties normally connected with it. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

**Lost Time Case** - Any recordable case that results in one or more days away from work as defined in Lost Time.

**Restricted Work Case** - Any recordable case that results in one or more days or restricted work as defined in Restricted Work Days.

The following formulas can be used:

$$\text{Injury Frequency} = \frac{\text{no. of lost time injuries} \times 200000}{\text{no. of work hours worked}}$$

$$\text{Injury Severity} = \frac{\text{no. of lost days} \times 200000}{\text{no. of work hours worked}}$$

$$\text{Vehicle Incident Rate} = \frac{\text{vehicle incidents} \times 1,000,000}{\text{Km Driven}}$$

A fatality accounts for 6000 lost workdays or 48000 lost work hours.

Every calendar year statistics are reviewed and summarized on the statistics form. Results of the statistics are distributed to all workers.