



# ELEMENT 12

## RECORDS

&

## STATISTICS



## 12.1 Records & Statistics Keeping Policy

Acres will ensure that statistics and records are current and updated weekly, monthly and annually, as required. This includes tracking of our near misses, first aid, medical aids, environmental incidents, etc. Accurate tracking of incidents and detailed record keeping provides us with the opportunity to identify trends and events that will be used to facilitate discussions that should result in recommendation for improvements to our health and safety program.

Acres records statistics relevant to employees' WCB claims costs and the type of claim. These records are reviewed annually, taking into consideration improvements or declines year over year to ensure our program is continually improving and effective. Acres undergoes annual Certificate of Recognition Audits to ensure its HSE management system is continually improving and adheres to all BCCSA and legislative requirements. Copies of these audits and corrective action plans are kept on file.

Acres will maintain at the workplace, in a form acceptable to the Board, a record of all injuries and exposures to contaminants covered by this Regulation 3.19 that are reported or treated. First aid records will be kept for at least 3 years and are considered confidential and not to be disclosed except as permitted by this Regulation or otherwise permitted by law. First aid records will be available for inspection by an officer of the Board.

Employees may request access to or authorize distribution of their first aid records for any treatment or report about themselves.

Jason Paige, President

## 12.2 Records & Statistics

Safety program management is a dynamic and constantly evolving process. To ensure that our safety program continues to be as effective as possible, we must maintain records as evidence to show that processes are being followed and can be deemed effective. As well as providing proof that we are meeting the various regulatory requirements, these records provide the information necessary to assess the program, make the necessary modifications, and plan for future activities.

Acres maintains adequate records and statistics relating to Health and Safety as required by provincial regulations and WCB requirements. Appropriate records and statistics are maintained and retained for all the health and safety program elements that require them. These following records will be retained for a minimum of seven years:

- Notice of projects, planned inspection reports, informal inspection reports, tool-box meeting reports, records of worker's suggestions, sub-contractor orientation records, records of sub-contractor safety violations, WCB inspection reports, compliance reports, assessments, emergency preparedness documented drills, vehicle preventative maintenance files, and annual vehicle safety files.
- Safety Committee meeting minutes, quarterly injury statistics, WCB claim cost statements, WCB first aid treatment reports, WCB accident investigation reports, and records of emergencies.
- Worker orientation records, worker safe work practice training records, records of employee safety violations, records resulting from employee work refusal, first aid training and certification records, monitoring data and worker exposure records, medical surveillance records, corrective action records and driver training records.

Leading versus lagging indicators: within the safety program, statistics can be classified as either 'leading indicators' or 'lagging indicators' whereby the indicators are indicative of a trend. Trends are patterns or emerging traits in the collected data that show something is happening and is, in simple terms, getting better or getting worse. An example of a trend is that each month the number of incidents classified as equipment damage is doubling. This would be a sign that action should be taken to investigate the cause of the incidents to identify a common root cause that can be corrected or controlled.

Leading indicators are events that happen prior to an incident occurring, such as hazard assessments or site inspections. The act of completing a hazard assessment or site inspection is to identify hazards or risks to workers and implement a control to eliminate or mitigate the risk of an incident occurring. In this case, if the number of JHAs produced by a site was declining, that would be identified as a trend. If the trend was not addressed and the site consistently failed to complete the JHAs then the probability of an incident occurring significantly increases. This would be an example of a leading indicator trend that can be used to develop targeted training and mentorship plans for a site that is underperforming. A proactive safety

management plan will seek to address leading indicators before lagging indicators.

Lagging indicators are the actual incidents themselves. If a person is injured in an incident, that is an indication that a hazard wasn't assessed or controlled and the risk to worker was realized in the form of an injury. A safety program that focuses on lagging indicators would be considered reactive and therefore may not be as effective because the effort and focus of the companies' management and employees is focused on addressing incidents and investigations and creating corrective actions as a result of some type of injury or loss.

The focus of the Acres Health & Safety Program is to be proactive in our approach to safety management and to consistently promote a culture of safe production by ensuring that our methods, practices, procedures and attitude towards completing work is well planned and coordinated.

### 12.3 Key Performance Indicators (KPIs)

The statistical tracking system implemented at Acres will record all incidents that occur. Each incident will be identified by date and project, incident type and will include a description of the incident. Categories of incident will include "recordable" and "non-recordable". Recordable incidents will include any worker injury or illness that is reported to WCB, all other incidents will be considered non-recordable.

By tracking these incidents by type and category, we can compare them to the number of man hours worked which offers an indication of the frequency that incidents occur compared to how many hours of work are being completed. In layman terms, the lower the frequency, the better the safety performance.

There are two calculations that are typically used which will provide us with Key Performance Indicators against which we will measure our performance and determine if there is continuous improvement.

#### 12.3.1 Total Incident Frequency (TIF)

The TIF is used to represent the total number of incidents that occur throughout the organization compared to the number of hours worked.

$$\text{Total Incident Frequency (TIF)} = \frac{\text{Total Incident Count} \times 200,000}{\text{Total Hours Worked}}$$

#### 12.3.2 Total Recordable Incident Frequency (TRIF)

The TRIF is used to represent the total number of injuries and illnesses that occurred throughout the organization compared to the number of hours worked. This KPI is an industry standard calculation that clients use to evaluate a contractor's safety performance.

$$\text{Total Recordable Incident Frequency (TRIF)} = \frac{\text{Total Recordable Incident Count} \times 200,000}{\text{Total Hours Worked}}$$

By tracking these KPI's and reviewing them on a regular basis it is easy to see if the number of incidents are increasing or decreasing proportionally to the number of hours worked. The key to this calculation is that the total number of incidents is normalized in comparison to a company that has an average of 100 employees working 200,000-man hours per year. Therefore, if the TRIF is recorded at 1.5 it is said that the company typically experiences 1.5 injuries or illnesses in a 12-month period for every 100 workers.

## 12.4 Tracking of Reports & Documentation

Acres has implemented the use of HCSS Safety Field and Manager system modules to track and record all documentation within our firm. This system serves as a monitoring tool for the receipt of paperwork deliverables. Examples of the deliverables tracked include:

1. Annual Certificate of Recognition Audits and Corrective Action Plans.
2. Job Hazard Assessments
3. Safe Production Meetings
4. Safety Meetings
5. Site Orientations
6. Site Inspections
7. Incident Investigation reports to include subcontractor incident reports.
8. Near Miss reporting
9. Observations- behavioral based observation reporting
10. Others as required by law.