

Section 10: Records and Statistics (2010.06.16 version)

10.1 Introduction

Purpose

The purpose of this section is to provide a practical and uniform method for recording and measuring incidents and employee injuries occurring on the job. Incident and injury rates will be compiled in accordance with the American National Standards Institute (ANSI) Z16.4 code. This information will be used to evaluate:

- a) Progress being made in improving the injury experience for employees in their work environment, and
- b) Relative need for activities designed to promote safe work practices and procedures;
- c) The basis for general analysis of injury categories to assist in prioritizing injury prevention efforts;
- d) The effectiveness of activities designed to promote safety activities;
- e) The seriousness of the employees' injury trends.

Scope

The records and statistics covers the recording and treatment of data necessary for the computation of incident and injury rates of employees, and forms a general basis for analysis of the reported incident and injuries. This information will then be utilized to examine the health & safety program, which may assist in the identification of trends and what measures should be undertaken to improve incident prevention.

10.2 Formulas

Severity Rate: A recordable case is an injury incident that results in one or more lost workdays other than the day of the incident. The Injury Severity Rate is calculated as follows:

$$\frac{\text{No. of workdays lost} \times 200,000}{\text{No. of employee-hours of exposure}}$$

Frequency Rate: The injury frequency rate is the number of injuries that results. The Frequency rate is calculated as follows:

$$\frac{\text{No. of recordable cases} \times 200,000}{\text{No. of employees-hours of exposure}}$$

10.3 Reports on File

Below are some of the safety-related reports that are kept on file. Some are maintained by Human Resources and others at the site. The appropriate personnel and regulatory agencies must be able to access them. Some of the trend forecasting will be done through WorkSafeBC Employer Connect, and others will be created by School District #6 staff.

A current list of files is as follows:

- a) Audio metric records;
- b) First Aid Records;

- c) Frequency and severity rating;
- d) Hazardous Substance Inventory (not yet);
- e) Incident Investigation Reports;
- f) Inspection reports;
- g) Job Hazard Analysis Inventory (not yet);
- h) Joint Safety Committee Minutes;
- i) Maintenance records (?);
- j) Training records;
- k) WorkSafeBC Inspection Reports.
- l) Other: