

## Statistics and Records

### Purpose:

The purpose of this standard is to clearly indicate the statistics and documents Burlington Paving will use to evaluate the successfulness of the health and safety program.

### Roles and Responsibilities:

Management has the responsibility to provide the safety co-ordinator the time and materials necessary to accumulate stated statistics. Management will assist in the development of an action plan to set obtainable goals based on non-conformities.

### Procedures:

The Safety Co-ordinator will accumulate data for the following measureable safety items:

- Ratio of site inspections expected to actual submissions. Expectation of 85%  
To be a monthly safety meeting agenda item
- Ratio of management site inspections submitted. Expectation of 100%  
To be a monthly safety meeting agenda item
- Listing of issues from site inspections along with corrective actions taken and duration taken to preform corrective action.  
To be a monthly safety meeting agenda item
- Listing of near missing submitted.  
To be a monthly safety meeting agenda item
- Track type of injuries submitted on form 7's  
To be a monthly safety meeting agenda item
- Track equipment repair turnaround  
To be a monthly safety meeting agenda item
- Maintain and review CVOR reports annually.

The Safety Co-ordinator will ensure the following documents are maintained:

- Daily site inspections shall be scanned and saved in the following manner:  
Z:HealthandSafety/"year"/Site Inspections/"YYYY/MM/DD"
- Monthly management site inspections shall be scanned and saved in the following manner:  
Z:HealthandSafety/"year"/Management Inspections/"YYYY/MM/DD"
- Monthly shop inspections shall be scanned and saved in the following manner:  
Z:HealthandSafety/"year"/Shop Inspections/"YYYY/MM/DD"
- Quarterly first aid kit inspections sheets ( E 12.6) shall be scanned and saved in the following manner:  
Z:HealthandSafety/"year"/First Aid Inspections/"YYYY/MM/DD"
- Form 7's and accident investigation reports, photos and materials shall be scanned and saved in the following manner:  
Z:Accounting/Employee/"Last name, First name/"YYYY/MM/DD", Form 7 Submission

- Records of training will be scanned and saved in the following manner:  
Z:Health and Safety/Employee Training/"course name"/"YYYY/MM/DD", Employee Last name, First name.  
As well as the appropriate certificates posted in the shop.
- Employee orientation shall be maintained in the employee hardcopy file and on the server saved as:  
Z:Accounting/Employee/"Last name, First name"/"YYYY/MM/DD"Orientation

#### Communication:

This standard shall be reviewed prior to each Spring safety meeting and will be reviewed during said meeting.

#### Training:

This document shall be used as a tool to train the safety co-ordinator in the protocol of how to maintain the document records and shall be signed off as being trained on their employee orientation form.

#### Evaluation:

The statistics shall be reviewed as indicated above. The overall performance shall be reviewed yearly via our COR audit and action plan