

VBN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 12: STATISTICS AND RECORDS

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	

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<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

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PURPOSE

To provide a guideline for monitoring the performance of the health and safety program, by measuring the effectiveness of the program following the continual improvement system.

SCOPE

Procedures will include:

- Establish a process for developing and capturing leading & lagging indicators Occupational Health & Safety statistics for the purpose of statistical analysis towards continuous system and performance improvements including yet not limited to:
 - Leading indicators:
 - Near miss reports
 - First aid treatment records
 - Weekly inspection reports
 - JHAs
 - Lagging indicators:
 - Medical aid incidents
 - Time loss incidents
 - MOL Work Orders

ELEMENT GOALS

- Establish a process for developing and capturing leading & lagging safety statistics for the purpose of statistical analysis.
- Define roles and responsibilities pertaining to statistics and trend analysis.
- Establish method for developing corporate and/or project health and safety reports for the purpose of continual improvement.

Roles and Responsibilities

SENIOR MANAGEMENT RESPONSIBILITIES

- Establish Key Performance Indicator (KPI) tracking requirements and targets in order for the company to meet defined goals and objectives.
- Provide requirements for capturing trend statistics.
- Management to review safety trends analysis on a periodic basis in order to provide information to aid in improvement to the Occupational Health and Safety Program.
- Statistical analysis statistics is to be utilized during the annual senior management review. Senior management shall acknowledge success for achieving targets and define improvement plans where deficiencies are identified.
- Posting of monthly project site-specific trend analysis.
- Outline in Action Plan related to Element 12, where deficiencies are identified.
- Determines methods for tracking and reporting statistics used for KPIs.
- Creates Trend Analysis reports to monitor KPIs.
- Posts Trend Analysis report on HEALTH & SAFETY Communication board.
- Tracks and monitors progress and effectiveness of corrective action implementations.

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SUPERVISOR RESPONSIBILITIES

- Collects and populates safety statistics for KPIs.
- Implements corrective actions.
- Performs Weekly workplace inspections.
- Monitors workers to ensure Daily JHAs completion

HEALTH & SAFETY REPRESENTATIVE RESPONSIBILITIES

- Provides necessary applicable safety statistics for applicable KPIs.
- Provides support to Site Supervisor to implement corrective actions.

WORKER RESPONSIBILITIES

- Awareness, understanding and acknowledgement VBN Paving Limited. statistics and records requirements.

PROCEDURE

- Management will analyze monthly, quarterly and annual statistics and record keeping at VBN Paving Limited related to health and safety requirements to measure the effectiveness of the safety system.
- Management will also receive & review the annual audit to analyze the current status and effectiveness of the health & safety system.
- Annual review of the Policy and process to identify any changes to VBN Paving Limited Health and Safety Program; Revision Page will reflect the review and update.

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