



Statistics and Records Policy

Revision Date: June 1, 2023

Maintenance of accurate Safety Records is an essential component of our safety program. Accurate documented records provide a resource to determine areas for further preventative action and will assist our company in demonstrating our “Due Diligence”, should the need arise.

Management shall ensure that safety related information is documented and filed by the Safety Department and conduct a review of the safety statistics on a monthly basis.

Supervisors are responsible for submitting the required safety documentation to management at the conclusion of each project and in accordance with company policy.

Employees will be given the opportunity to examine the company’s statistical data pertaining to the health and safety program and are encouraged to provide their input towards enhancing the safety program.

All forms or reports are to be readily available, neat and readable, completely filled out and signed/dated by the appropriate worker, supervisor, safety representative or manager.

At a minimum, the following reports must be kept on file:

- Safety orientations and training records
- Minutes of tool box and safety committee meetings
- Incident investigation reports
- Inspection reports
- Hazard assessments
- Maintenance records
- Safety rule and PPE violation records
- Annual monthly statistical summaries