

STEP 10

Recordkeeping & Data Analysis

Like any successful program, what is measured gets done, this applies to effective safety management as well. One of the major problems in getting support for the safety program is lack of communication on the effectiveness of the program. Results oriented data such as workers' compensation cost, injury frequency, rates and trends need to be reviewed evaluated and communicated regularly. Supervisors and employees need to know what is going on, they are interested and usually want the company to be successful.

Performance targets should be established and communicated to all management and hourly employees.

The following are examples of areas that can and should be measured that will reflect in the success of the safety program:

- OSHA incident rate - this can be compared against the National average for your SIC code or against your results for last year. To determine your incident rate, simply multiply the number of OSHA Recordable Injuries by 200,000 then divide by total man-hours worked. This will give you the number of employees per 100 that are being injured.
- Days without either an OSHA recordable accident or lost time accident. The days should be posted in the work area and updated daily.
- Workers Compensation claim cost compared yearly.
- Cost per hour or item produced.
- Supervisory tasks completed during the year against established targets.
- Number of safe miles driven without an incident or accident.
- Safety audit results compared yearly (similar to the safety survey that was sent out in the fall to all group members).

Performance oriented information can enable a company to continue to track safety performance and make improvements in the safety program. Management can be held accountable and employees can be recognized and rewarded. Problem areas can be addressed before serious problems in the safety program develops.

MONTHLY STATISTICAL SAFETY REPORT

Company: _____ Location: _____ Date:

Month: _____ Year: _____

Monthly Report

Number of hours worked this month: _____

No. of OSHA Recordable injuries	_____	OSHA Incident Rate	_____
No. of OSHA Recordable Lost Time Injuries	_____	OSHA Lost Time Incident Rate	_____
No. of OSHA Lost Work Day Cases	_____	Total Lost Day Cases	_____
Rate	_____	Lost Time/Light Duty Incident	_____

Year to Date Report

Number of hours worked year to date: _____

No. of OSHA recordable injuries	_____	OSHA Incident Rate	_____
No. of OSHA recordable Lost Time injuries	_____	OSHA Lost Time Incident Rate	_____
No. of OSHA Lost Work Day Cases	_____	Total Lost Work Day Cases	_____
Rate	_____	Lost Time/Light Duty Incident	_____

General Industrial Classification Rates (SIC)

OSHA Incident Rate	_____
OSHA Lost Work Days	_____
Lost Time Work Day Cases (Lost Time/Light Duty)	_____

NOTE: To figure out the OSHA Incident Rate and the OSHA Lost Time Incident Rate, multiply the number of incidents by 200,000, then divide by the number of hours worked.

To figure out the Severity Rate, multiply the number of lost days by 200,000, then divide by the hours worked.