**Records and Trends Communication Policy**

Health and safety records and trends will be communicated to employees as a means to improve knowledge and safety culture. Communication will occur through regular monthly meetings and records of such will be kept in a Meeting Log.

**Topics for discussion may include:**

* Safe work procedures
* Monthly first aids and injuries
* General health and safety rules
* New hazards
* Personal protective equipment
* First aid reporting
* Emergency response
* Pesticide use

|  |  |
| --- | --- |
| **Records and Statistics Annual Review**  | Page 1 of 2 |
| **Person conducting review:** | **Review Date:** | **Year under review:** |
| **Incidences:** |
| **Lost time as a result of incidences:** |  |
| **Number of days without incidence:** |  |
| **Number of Incidences:** |  |
| **How many were severe:** |  |
| **How many were moderate:** |  |
| **How many were minor:** |  |
| **How many were near-misses:** |  |
| **Locations of incidences:** |
| **What months are incidents or near-misses occurring (trends):** |
| **When in the day are incidents most often occurring:** |
| **Causes of incidents:** |
| **Positions/tasks involved in incidences:** |

|  |  |
| --- | --- |
| **Records and Statistics Annual Review** | **Page 2 of 2** |
| **Incidences continuation:** |  |
| **What Injuries or illnesses resulted:** |  |
| **What severe injuries or illnesses resulted:** |  |
| **What moderate injuries or illnesses resulted:** |  |
| **What minor injuries or illnesses resulted:** |  |
| **What first aid treatments where given:** |
| **What subsequent treatments where given:** |
| **Emergencies** |  |
| **Number of emergency evacuations:** |  |
| **Number of successful emergency evacuations:** |  |
| **Number of unsuccessful emergency evacuations:** |  |
| **Workplace inspections** |  |
| **Corrective action items pending:** |