**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

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| **Records and Statistics Annual Review**  | Page 1 of 2 |
| **Person conducting review:** | **Review Date:** | **Year under review:** |
| **Incidents:** |
| **Lost time as a result of incidents:** | **Number of days without incident:** |
|  |  |
| **Number of Incidents:** |  |
| **How many were severe:** |  |
| **How many were moderate:** |  |
| **How many were minor:** |  |
| **How many were near-misses:** |  |
| **Locations of incidents:** |
| **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 incidents:** |

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| **Records and Statistics Annual Review** | Page 2 of 2 |
| **Incidents continued…** |
| **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 were given:** |
| **What subsequent treatments were given:** |
| **Emergencies:** |  |
| **Number of emergency evacuations:** |  |
| **Workplace inspections:** |  |
| **Corrective action items pending:** |
| **Date of previous Annual Review:** |  |
| **Corrective actions from previous Annual Review:** |