

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## REVIEW HEALTH AND SAFETY TRENDS

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

### PURPOSE

Reviewing health and safety trends helps to identify opportunities for improving the occupational health and safety management system, assists in establishing objectives for the health and safety program and assists management in allocating resources and meeting due diligence requirements.

Trends should be reviewed for both leading and lagging indicators. A regular review of leading indicators can inform your company its progress towards annual targets and objectives

### SCOPE

Applies to safety related data in all departments and business's within [Company name]

### RELATED DOCUMENTATION

See documents section

### DEFINITIONS

Trends	a general direction in which something is developing or changing. If the item shows multiple times it may signify a trend.
Lagging indicators	are reactive in nature. They measure the effectiveness of a <b>safety</b> program after the facts. Examples are Lost Time, Medical aid and First Aid claims
Leading indicators	is a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injuries. Examples included number of complete safety meetings, number of housekeeping inspections, closure rates of outstanding inspection items etc.

### ROLES & RESPONSIBILITIES

#### Senior Management:

- Will establish a review of any Health & Safety Trends within the company on an annual basis.

**Health and Safety Management Representative/Designate is responsible to:**

- Collect the trends data from the various stakeholders and formulate into a working document for review and action
- Establish a working group made up of management and worker representatives to conduct a review on the trends data and make recommendations to senior management

**Joint Health & Safety Committee is responsible for:**

- Review of the report and actively participating in the review and implementation of the trend's findings.




**PROCEDURE**

1. The Health and Safety management designate will collect the data required to develop the Trends Report.

Suggestions of potential trends to track and assess;

1. Injury/illness reports/investigations
  2. Workplace inspection reports
  3. Hazard reports
  4. Work refusal reports
  5. Joint Health and Safety Committee minutes/reports/surveys
  6. WSIB injury/illness reports
  7. WSIB Workplace Injury Summary Report
  8. Permits (hot work, confined space entry)
  9. Medical aid and first aid records
  10. Critical injury reports
  11. Lost time/Non-lost time injuries reports
  12. Near misses
  13. Workplace Indicators
    - a. Mental Health statistics
    - b. Fatigue
    - c. Cannabis use
    - d. Workplace Violence/Harassment
2. Health and Safety management designate will work with the designated JHSC member to review the data and develop the Trends report for senior management review.
  3. The Health and Safety management designate will submit the Trends reports to senior management by [Date] of each year
  4. Senior Management will review the trends report at the [Date] management review meeting and reply in writing to the JHSC regarding the corrective actions to be taken.
  5. The Health and Safety management designate will monitor the corrective action process and report on a regular basis the status of the completed items.

6. All trends reviewed will be filed with the management minutes and copy provided to the JHSC.
7. Management will consider the trends review when revising objectives and the continual improvement process plans at least annually.

ATTACHMENTS	
Document name	Purpose
Action Planning	To monitor and track progress against noted goals.  Action plan Template.docx
Action Planning 2	To track accountability and timelines.  Action plan Template 2 docx.doc
Example Trends Report	To combine the data into a format that can be easily used to understand the recommendations and act on the trends.  Report Template Oct 2019.docx

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Name & Title (please print)**

\_\_\_\_\_  
**Name**

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

SAMPLE