

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]

MONITOR, MEASUREMENT AND ANALYSIS

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

Management cannot make good decisions if they don't know where they stand. This applies to any topic where decisions must be made.

SCOPE

Employers have a variety of health and safety items that will help or hinder their efforts to improve or maintain their safety performance. They must know what is available to them from various government agencies or ministries, how to interpret them, what they mean and how it effects the firm's status – financial and non-financial.

Employers must establish a list of what is available internally, how data is collected, what is done with it, who is responsible for collection, analyzing and communicating results. This will guide the company to changes, improvements and evaluating their effectiveness.

A system develop must be simple, easy to maintain, contain relevant data, identify trends and provide guidance for change.

RESPONSIBILITIES

Senior Management

Must ensure a system is in place to identify health and safety risk issues and minimize their occurrences.

Should establish a system for monitoring downgrading incidents that occurred to company personnel or during operations.

Will receive monthly internal reports that measure performance, either number of incidents or summaries of incidents, joint health & safety committee minutes, etc.

They will establish what external reports will be required, i.e. WSIB, MOL, trade statistics.

Will review year-end results with supervisors and workers to set new goals for the following year.

Determine who and when reports are completed and who will review the reports.

Supervisors

Must complete different reports and submit them to management on a timely basis.

Must investigate any incident that resulted in or had the potential to disrupt normal operations or in the harm a worker or cause damage to property/environment.

Must make recommendations to ensure the health and safety of workers.

Review incidents and potential risks with workers on a daily basis.

Workers

Report any incident or potential incident to supervisor.

Participate in all company health and safety activities.

REPORTS

Internal monitoring reports

Inspection reports - Foreperson/H & S rep/supervisor – these must be completed on a daily/weekly basis and signed off by a senior manager. The reports are for all locations including sites, office, yards/warehouses.

Tools and equipment - servicing & maintenance reports

Incident reports – any incident that resulted in a stoppage of work due to an accident, fire, environmental situation, equipment failure, etc.

Investigation reports: includes conclusions of what transpired and recommendation to prevent recurrence.

Return to Work – reports that monitor the status of injured workers.

Training records – training must be up to date so ongoing monitoring to ensure compliance.

WHMIS2015 – safety data sheets must be current to 3 years.

Safety talks – these daily/weekly safety talks ensure the message is continually in the workers' minds.

JH &SC meeting minutes – the joint health & safety committee minutes show safety is an important part of the business.

External monitoring reports

WSIB monthly costs statements - must be reviewed monthly to ensure appropriate costs application. Annual statements such as CAD-7, NEER or MAP. Premium rate notifications.

WISR reports, clearance certificates, etc.

MOL – Any order from MOL regarding failure of the OSH Act or Regulations.

Industry performance – from trade associations, safety group report card, etc.

EVALUATION

Every employer must have knowledgeable people who can review, interpret and provide understanding and guidance of the reports they receive.

Reports will be monitored with results communicated to relevant parties. Statistical summaries will be communicated to all personnel either at safety meetings, or different recognition functions during the year.

Comparison of results, where available, will be communicated to different parties in the company.

IMPROVEMENTS

Forms from other companies will be reviewed and compared with ours. If a better form is found it will replace our company's form.

Form Samples:

Attachments (specific to company)

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