

Ask the Auditor

An SCSA Audit is a structured process used to verify the performance of a health and safety management system through comparison to an industry standard. The SCSA National Standard Safety Program Evaluation Tool — often referred to as the Audit Tool — is a document designed to record, measure and present the results of a safety audit. The questions for this edition of Ask the Auditor are taken from Section 12.0: Records & Statistics of the Audit Tool.

Audit Tool Section 12.0: Records & Statistics

Health and safety program management is a dynamic and constantly evolving process. You must maintain records. These records provide ready reference to program activities and results. They provide the information necessary to assess the program, to make necessary modifications, and to plan for future activities. In addition, some records are required by Occupational Health and Safety legislation.

12.3 Are health and safety activity statistical reports generated on an on-going / regular basis and readily available?

Appropriate statistics must be available that measures the frequency and severity of recordable injuries.

Although statistics are used as a yardstick to measure safety performance, safety evaluations will provide a more accurate picture of a company's overall performance.

Summaries of safety-related reports provide management with an overview of their program's activities and results. Examining summaries will help in determining trends and setting priorities for future safety program measures. The information compiled in summaries provides raw numbers that need to be converted into standardized indicators for the purpose of measuring safety performance.

The *injury frequency rate* and *injury severity rates* are two commonly used health and safety performance indicators.

Injury Frequency Rate is defined as the number of recordable injuries per 200,000 employee-hours of exposure. A recordable case is an injury incident which results in one or more lost work days other than the day of the accident. The following formula is used to calculate the **injury frequency rate**:

$$\frac{\text{No. of recordable cases} \times 200,000}{\text{No. of employee-hours of exposure}}$$

Injury Severity Rates are defined as the number of workdays lost per 200,000 employee-hours of exposure. The following formula is used to calculate the **injury frequency rate**:

$$\frac{\text{No. of workdays lost} \times 200,000}{\text{No. of employee-hours of exposure}}$$

12.4 Does the company compare health and safety performance from year-to-year?

Statistics must provide sufficient information to compare safety performance year-to-year.

It is common practice that the frequency and severity rates are calculated on a monthly basis and then transferred over to a yearly injury summary for year-to-year statistical tracking. It is highly recommended that SCSA resource materials available on the SCSA website are utilized to ensure all statistics criteria are being met.

When verifying documentation for Records & Statistics, ask yourself the following:

- Is a summary of safety program activities developed and maintained?
- Are accident frequency/severity rates calculated regularly for recordable injuries?
- Is sufficient information produced to identify needs or trends?
- Was a corrective action plan developed based on the most recent audit?
- Was it communicated and implemented?



E-Audit Tool Now Available

The SCSA Electronic Audit Tool is now available!

Email scsaprograminfo@scsaonline.ca to request the E-Audit Tool package to use for your upcoming internal COR maintenance audit.