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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Management Review, Records, and Statics** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

**ABC Company** is committed to effective management of OHS documentation, statistics and record keeping to determine opportunities for continuous improvement and mitigating and controlling workplace hazards. Managing OHS records and statistics will identify trends and help find problems before an incident takes place. It also demonstrates due diligence by allowing management to track OHS activities to ensure compliance with the OHS program and NL OHS legislation.

# 2.0 RESPONSIBILITIES

**Employer:**

* Ensure effective OHS documentation management is completed
* Provides training on how to manage OHS documentation
* Provide information and assistance to carry out OHS statistical reviews
* Complete monthly, quarterly and annual statistical summaries
* Review OHS statistical summaries to ensure corrective action is taken

**Supervisor:**

* Participate in a review of statistical summaries
* Determining corrective action for deficiencies noted in the summaries
* Implement and monitor corrective actions
* Communicate results of OHS summaries and statistical reviews to workers

**OHS Committee, WHS Representative or Designate:**

* Participate in OHS activities when required
* Ensure OHS summaries are communicated in the workplace
* Make recommendations and follow-up to ensure that corrective actions are effective

**Worker:**

* Cooperate with OHS activities
* Report any potential hazards to management
* Review OHS documentation when provided for review

**3.0** **PROCEDURE**

**ABC Company** will OHS statistical reviews monthly, quarterly and annually to determine if there are opportunities for continuous improvement or any corrective actions are needed.

## 3.1 Frequency and Scope of OHS Statistical Summaries

**Monthly:** The monthly OHS summary will include:

* Summary of incident reports (first aid, medical aid, near misses, lost-time incidents).
* Departmental hazard reporting statistics.
* Inspection and audit findings.
* Corrective actions status report.

**Quarterly:**

* Trend analysis reports.
* Departmental OHS performance summaries.
* Training completion rates.

**Annually:**

* Comprehensive OHS performance review.
* Recommendations for program improvements.
* Assessment of management system effectiveness.
* Review of training and communication effectiveness.

## 3.2 Records Management

All OHS records shall be retained as per regulatory requirements (minimum 7 years unless otherwise required). Access to records is restricted to authorized personnel. Electronic and paper-based records will be stored securely and backed up regularly.

## 3.3 Communicating Results

The results of the OHS statistical reviews will be posted (insert location) and will be discussed during that departments/divisions next staff meeting. Personal health information will only be accessible to authorized personnel and will not be disclosed without appropriate consent.

# 4.0 CONFIDENTIALITY STATEMENT

**ABC Company** is committed to protecting the privacy and confidentiality of all employees’ personal and health information. All personal health data will be handled in strict compliance with the Personal Health Information Act (PHIA) of Newfoundland and Labrador. Such information will be:

* Collected only when necessary and with appropriate consent.
* Accessed solely by authorized individuals on a need-to-know basis.
* Stored securely and protected against unauthorized disclosure.
* Breach of confidentiality will be treated as a serious offense and may result in disciplinary action.