

# Prevention Update



## DOCUMENTATION, RECORD KEEPING AND STATISTICS

An Occupational Health and Safety (OHS) program is required by law where 20 or more workers are regularly employed. An often overlooked and mandatory component of an effective OHS program is documentation, record keeping and statistics. Section 23(3)(h) of the OHS Act states that an OHS program **MUST** include the maintenance of records and statistics, including reports of OHS inspections and investigations, with provision for making the records available to persons entitled to review them under the law.

### YOUR DUE DILIGENCE - MAINTAINING THOROUGH DOCUMENTATION

Maintaining accurate records is critical for every workplace as these records are used to analyze incidents, near-misses, and hazards. The ultimate goal is to prevent future incidents. Records also provide a historical perspective that helps to identify trends and patterns, allowing for targeted interventions and improvements in safety protocols. Due diligence requires employers and supervisors to take all reasonable steps to protect workers from harm. This includes maintaining thorough documentation.

### THE FOLLOWING DOCUMENTS ARE EXAMPLES OF RECORDS TO KEEP:

- ➔ **Inspection Reports and Records of Corrective Actions**  
To document workplace inspections and the corrective action taken to prevent future incidents.
- ➔ **Worker Orientation Records**  
To document a worker's initial training and orientation.
- ➔ **Worker and Supervisor Training Records**  
To document the certifications held by workers and their supervisors to confirm they are qualified in their roles.
- ➔ **Records of Safety Talks**  
To document important safety discussions that have taken place.
- ➔ **Supervisor Notes Records**  
To document observations, incidents and corrective actions.
- ➔ **Confidential Progressive Discipline Records**  
To document enforcement of safety rules and fair application of disciplinary measures.



- ➔ **Safety Committee Meeting Minutes**  
To document committee meeting discussions and decisions.
- ➔ **Subcontractor Pre-Qualification Documents**  
To document evidence that subcontractors are qualified and meet the safety standards necessary to perform the job.
- ➔ **Equipment Inspection Logbooks and Maintenance Records**  
To document equipment maintenance inspections.
- ➔ **First Aid Records**  
To document the names of workers who hold a valid first aid certificate and are designated to provide first aid.
- ➔ **Medical Certificates**  
To document that workers are fit to perform their job duties safely.
- ➔ **Hearing Conservation Program**  
To document when and where workers are exposed to hazardous noise levels and the actions to manage noise exposure.
- ➔ **Records of Toxic Substances**  
To document toxic substances that may be hazardous to workers.
- ➔ **Emergency Response Plans**  
To document the procedures and actions taken to prepare for and minimize loss during unforeseen disasters.
- ➔ **Incident and Injury Statistics**  
To document the effectiveness of the workplace's OHS program to help identify trends and necessary improvements.



## REMEMBER

To be effective in showing due diligence, your documentation should include details such as times, dates, and observations about what is happening in your workplace. Make sure to review your documentation regularly to confirm it is up to date and to check that your procedures are effective in maintaining a safe and healthy workplace.

