

Record keeping and data analysis

<http://www.ohiobwc.com/downloads/blankpdf/PlanofAction10.pdf> Internal program verification assesses the success of company safety efforts to include audits, surveys and record analysis.

Requirements

Compile injury and illness-related data to:

- Identify safety and health process problems;
- Help manage the compensation process;
- Provide information necessary for developing solutions.

Implementation

Good injury and illness records are an essential component of successful safety and health systems. The goals of this step are to: assess why accidents occur, learn what specific systems or processes need changed and determine how to make changes.

Detailed statistical analysis is not necessary, but comparing injury and illness experience with preceding periods and comparing your results to the results of similar companies are important. Results-oriented data, frequency rates, severity rates and costs of compensation indicate trends. However, these numbers do not reveal system weaknesses, poor decisions or inappropriate behaviors.

Performance-oriented information helps identify system weaknesses and shows you where you need to make improvements. Therefore, it's important to measure and assess the processes by which you obtain results. The processes may include:

- Conducting perception surveys;
- Assessing the effectiveness of the accountability system;
- Using an observation system that develops information on safe behaviors in the work setting;
- Assessing the effectiveness of the communication and/or training processes.

An effective way to use performance-related safety data is to track and post successful performance information. Typically businesses process related data to be used for statistical analysis. It also is helpful to track safety performance. Charts are effective for displaying this information.

Process record-keeping and charting opportunities that you can track by timeframe, such as monthly, include:

- Types and number of unsafe behaviors observed by supervisors or employees;
- Number of safe behavior recognition communications by supervisors or employees;
- Number of safety discussions conducted;
- Number of reported near misses;
- Number of dangerous operations completed successfully, such as lockout/tagout operations;
- Number of safety suggestions and problems solved;
- Number of safe miles driven without incident.
- Use the list above to customize meaningful performance measures for your business.

Over time, your database shows changes in critical behaviors. By comparing month-to-month or year-to-year data, a picture of actual performance is revealed. This technique incorporates statistical process control into the organization's safety system. As a result, critical problem areas become noticeable. From this information, you can identify needs with a high degree of confidence and develop improvements to enhance the organization's safety systems and processes.

