

## *Section 9*

# *Occupational Health & Safety Record / Statistics Program*

9.10 Nova Scotia Departments of Agriculture and Fisheries and  
Aquaculture

**Nova Scotia Departments of Agriculture and Fisheries and Aquaculture  
Occupational Health and Safety Program**

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**Program Element: Nova Scotia Departments of Agriculture and Fisheries and  
Aquaculture  
RECORDS AND STATISTICS**

**Reference: Occupational Health and Safety Act  
Section 28 (2)(h)  
Corporate Policy  
Section 4.4 (h)**

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## **INTRODUCTION**

The Nova Scotia Departments of Agriculture and Fisheries and Aquaculture will maintain records and statistics in support of the Departments' Occupational Health and Safety Program. This information provides the means by which the Departments' Program can be monitored for effectiveness.

As well, the maintenance of accurate records and statistics is one of the best means for demonstrating due diligence by the Departments' management team. Records and statistics are also used to identify trends and problems to allow planning for solutions and program improvements. All records in the Departments related to Occupational Health and Safety will be maintained by the Departments in accordance with the Standard for Administrative Records (STAR).

**MANAGER'S YEARLY HEALTH AND SAFETY SUMMARY**

<b>Safety Summary</b>	<b>September 1, ____ August 31, ____</b>
1. Number of employees and students hired:	_____
Number that completed OH&S orientation:	_____
2. Number of toolbox meetings held:	_____
Percentage of employees attending:	_____
3. Number of formal inspections	_____
Total unsafe acts and conditions identified:	_____
Number corrected:	_____
Number outstanding:	_____
4. Number of incidents:	_____
Near miss:	_____
Property damage:	_____
Injury:	_____
Injury and property damage:	_____
5. Number of inspections:	_____
Completed:	_____
Outstanding:	_____
6. Number of recommendations made:	_____
Completed:	_____
Outstanding:	_____
7. OH&S training courses offered:	_____

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

Nova Scotia Departments of Agriculture and Fisheries and Aquaculture

**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE ANNUAL REPORT SUMMARY**

Name of JOHSC: \_\_\_\_\_

Revised 06/2007

Mailing Address:		Number of employees represented by committee												
		Number of union employee committee members												
		Number of non-union employee committee members												
		Total committee members												
Telephone Number:		200__												
Month		J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	Total
JOHS Committee Meetings	Regular													
	Special													
Complaint / Concern Forms	Received													
	Resolved													
	Unresolved													
Refusal to Work	Received													
	Resolved													
	Unresolved													
No. of Incident Reports Received														
No. of Investigations from Incident Reports	Manager													
	JOHSC													
No. of Recommendations by JOHSC														
JOHSC objectives for the year and how they have been met.														
JOHSC highlights for the year														
Committee training completed														
Evaluation of Program effectiveness														
Any other significant information														
No. of Lost Time Incidents														
Days Lost due to Injuries														
Please highlight any special programs, recommendations, unresolved issues or other significant points that occurred during the previous twelve months ending December 31 (attach sheet for additional information).														
Management Chair		Please Print Name					Signature					Date		
Employee Chair		Please Print Name					Signature					Date		