



UNIVERSITY
OF MANITOBA

Physical Plant

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To: Physical Plant Staff
From: Rod Berscheid, Assistant Director
Subject: Safety Statistics and Records

The purpose of this document is to outline the tracking of Safety Statistics and maintaining of records.

Physical Plant safety program is a dynamic and constantly evolving process. We must maintain records to keep track of this process. These records provide ready reference of program activities and results. They provide the foundation necessary to assess the program, make necessary modifications, and plan for future activities. Our records and statistics help in identifying, communicating and controlling workplace hazards.

Records that are to be kept on file are: Training, accidents, incidents and near misses, toolbox / tailgate / staff meetings and shop inspections. All such safety activities are to be summarized in a monthly Activity Report. In addition, Safety Reports are tabled at the Physical Plant LASH meeting and included in minutes. In addition, an annual report that provides historic documentation of statistics and trend analysis is written to coincide with the Physical plant Fiscal Year.

All forms or reports (particularly those relating to accidents, incidents and near misses) must be clear, easily readable, completely filled out, signed and dated by the appropriate worker and supervisor.