

RECORDS AND STATISTICS POLICY

the Pacific Group of Companies will maintain records and statistics relating to health and safety as required by the *WCB Occupational Health and Safety Regulation*:

- to enable management to monitor and evaluate the health and safety performance of the company, specific job sites, supervisory personnel and workers,
- to identify common factors or trends in accidents and incidents, and
- to monitor and evaluate the effectiveness of corrective actions.

Appropriate records and statistics that will be maintained include:

- Accident and incident investigation reports,
- Inspection records (Company and WCB),
- Disciplinary action records,
- First aid treatment record books,
- Copies of WCB Forms 6A, 7, 7A,
- WCB monthly Claims Cost Statements,
- Health and safety meeting records (tool-box talks records, orientation records, health and safety committee minutes as applicable),
- Worker medical questionnaire responses,
- Right to refuse unsafe work occurrence records,
- Worker and Subcontractor safety commitments,
- Orientation and training records,
- Records of management meetings (health and safety component), and
- Health and safety program review records.