The information/training provided is not a substitute for nor does it take precedence over The Workers' Compensation Act. This form does not take the place of or take precedence over OH&S legislation. This form may be used to complement or supplement your OH&S obligations but in no way replaces any obligations that exist under OH&S legislation. Should you choose to use this form, WorkSafe Saskatchewan assumes no responsibility or liability for any outcomes that may arise from its use. All employers and workers should be familiar with The Workers’ Compensation Act, The Saskatchewan Employment Act and The Occupational Health and Safety Regulations. This form should be adapted to meet the particular requirements of your workplace.

Process Map for Implementing Effective Safety Statistics

1. Establish Leadership Commitment & Strategy
2. Consultation with OHC (Workers)
3. Designate Responsibilities
4. Identify Objectives (Safety Performance Indicators (SPI))
   - Lagging Indicators: Past Performance Data such as # of incidents, lost time, medical aids, first aids
   - Leading Indicators: Future Performance Indicators such as volume of safety activities; hazard assessments, hazards reported, inspections scheduled/completed
5. Prepare and Implement the SPIs
6. Communicate Objectives and Expectations
7. Establish and Customize
   - Data Collection: Source of Data, Prepare data collections methods - Excel Sheet, Incident Investigation
   - Reporting System: Graphs, Reports, Communication, Frequency
8. Evaluate Effectiveness
9. Adjust – Continuous Improvement
   - Annual Review of Safety Objectives