

SAFETY, HEALTH AND ENVIRONMENT

Department:
ALL CAMPUSES : Howard College
: Edgewood
: Nelson R. Mandela School of Medicine
: Durban Westville
: Pietermaritzburg

Standard (STD)
Subject: SECTION : 4.00 - INCIDENT RECORDS AND CONTROLS
ELEMENT : 4.13 - STATISTICS

| Protocol No | Author | Version No | Date Adopted | Replaces |
|-------------|-----------------------|------------|--------------|------------|
| 413/2009 | M.Govender/J Frohlich | 005 | 16/09/2011 | 04/04/2009 |

Standard applies to: STATISTICS

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| <p>Safety is a Management technique and the Head of any department will know exactly how his programme is progressing. He will be kept informed of the current and progressive injury/disease statistics. These statistics will be of such a nature that they will be readily compared with similar periods in the past. This is done by means of either the Disabling Injury Frequency Rate (DIFR).</p> | |
| <p>4.13.1 PROGRESSIVE STATISTICAL DATA :</p> <ul style="list-style-type: none"> ● An accurate record will be kept of the injury/occupational illness/disease statistics for the current and previous twelve (12) months. ● Non-injury (damage only) statistics will be kept for the current and previous twelve (12) months. ● Environmental incidents will be kept for the current and previous twelve (12) months. ● The annual consolidation of progressive years' statistics will be kept for comparative purposes. | |
| <p>4.13.2 GRAPHIC SUMMARY :</p> <ul style="list-style-type: none"> ● Statistics will be consolidated and available in graphic format. | |
| <p>4.13.3 ANALYSIS OF STATISTICS :</p> <ul style="list-style-type: none"> ● Injury and occupational illnesses/disease statistics will be analyzed per section to identify possible trends. ● All medical notes for non-occupational illnesses/disease will be evaluated to identify possible underlying work/hobby health hazard exposure sources. | |

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| <ul style="list-style-type: none"> ● Non-injury (damage only) statistics will be analyzed per section to identify possible trends. ● Non-injury (damage only) statistics will be analyzed by category – e.g. fire, wastage, product/equipment losses etc. ● Statistics will be categorized by body part, process, department trends and high risk areas identified. ● Environment incident statistics will be analyzed separately from safety and health. ● Regular review of trends will be analyzed. ● Annual study and planned reviews will be conducted of previous annual statistics to monitor improvements or increasing trends. ● At least an annual report will be presented to top management on incident statistics analysis. Such a presentation will cover identified risks, increasing/decreasing trends etc. | |
| <p>4.13.4 STATISTICS PUBLISHED AND CIRCULATED :</p> <ul style="list-style-type: none"> ● Statistics will be published and circulated to management and all employees. ● All statistics will be tabled for discussions at Health and Safety Committee Meetings. | |

DELEGATION OF RESPONSIBILITY: All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

| Approved by (Position) | Date approved | Signature |
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Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

| Staff Member Full name & surname | Designation | Date | Signature |
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