

## **Chapter 17: Documents, Records and Statistics**

### **Introduction**

Good file systems help ensure that important records are maintained and easily accessible. Records are a very important type of "confirmation" that verify the health and safety performance of BCTS; and can be used to show due diligence on behalf of BCTS management, supervisors and workers.

The importance of maintaining a complete and accurate set of records cannot be over-emphasized. Keeping reliable records of the activities involved in the BCTS safety program ensures accurate statistical information. Statistical information and analysis helps to evaluate the effectiveness of the program, and identify areas needing attention.

The MOFR must maintain documents and records in accordance with the Records Management Program and Policy and has implemented TRIM (Total Records and Information Management) as the Ministry's corporate record keeping system. BCTS is part of the MOFR and generally maintains a common document and record filing system under a shared service agreement with local MOFR offices.

### **Benefits of Documentation**

- Allows follow up to ensure corrective action is taking place.
- Demonstrates that mechanical quality and planned maintenance schedules are being followed.
- Shows that action plans are being initiated when deficiencies are discovered.
- Reflects an interest and concern for safety at all levels.

### **What are Documents, Records, and Statistics?**

Documents are information and its supporting medium (paper, magnetic, optical computer disc, photograph or master sample or a combination thereof).

Records are documents stating results achieved or providing evidence of activities performed. A completed inspection checklist or an incident investigation report is a record.

While all documentation or recording in any media format is a record, only those that are not duplicates and are substantive in nature need to be filed for legal, evidential or historic purposes.

Statistics are derived from corrective action logs, incident and close call reports and investigations, injury reports and other data. Statistics when properly reviewed and analysed can provide an indication of trends and areas where improvement is needed relative to safety.

There are statutory requirements to keep certain statistics. BCTS must determine which indicators and statistics it will track beyond any statutory requirements.

### **ARCS and ORCS**

Once a document has been given an ARCS or ORCS number, its proper disposition is automatically determined, in a way that is completely legally defensible. ("Disposition" includes the length of time it must be kept at various levels of accessibility, and when and if it can be destroyed).

ARCS (Administrative Records Classification System) is for the type of records that any government office might have – personnel, budgets, meetings, etc.

ORCS (Operational Records Classification System) numbers are for those records particular to BCTS.

BCTS OHS program records will be created, classified, maintained retrieved, scheduled and stored according to standards and procedures described in the Records Management Program and Government Policy that can be accessed at: <http://gww.for.gov.bc.ca/his/rm/policyproc.htm>.

Please contact the records staff in your office for more information.

### **Responsibilities**

Provincial safety coordinator will maintain the provincial standard for document and record keeping systems and deriving and reporting statistics in accordance with the MOFR and provincial records staff.

The timber sale manager and headquarters director are designated as responsible for the maintenance of the BCTS OHS Document and Record Control Table. Local office records clerks (MOFR records specialist) are responsible for receiving, sorting, filing and maintaining and disposing of correspondence and documents relating to BCTS safety and the BCTS Safe Companies program.

Responsibilities related to the creation and review of OHS documents and records and the maintenance of the OHS Document and Record Table shall be documented. All BCTS staff must ensure that documents and records are produced and filed in accordance with the provincial procedure on a routine and regular basis.

## **Implementation**

- Business areas, including HQ, must use the controlled documents available from the BCTS OHS website. Some of these documents allow for modification to suit specific workplace requirements as per Appendix 17-1 (i.e. workplace inspection checklist). Business areas wishing to see change in provincially controlled templates or documents must provide rationale for consideration to provincial level forums to ensure adherence to document control matrix and program consistency.
- All OHS documents and records need to be readily accessible and available upon request by the business area coordinator, provincial coordinator or any others who are authorized to do so.
- Corrective actions recorded in corrective action log shall be undertaken to address non-conforming OHS documentation.

## **Control and Review**

- The Provincial coordinator is responsible for review of all OHS BCTS-wide documents and records maintained by BCTS.
- All OHS documents and records shall be reviewed in accordance with the BC Forest Safety Council SAFE Company standards, as well as any other legislation.
- Any changes to these documented procedures shall be recorded and communicated to employees.

## **Typical OHS Documents and OHS Records**

Examples of the documents and records that shall be kept are listed in Appendix 17-1. Where multiple file references are indicated the local office should specify and communicate the intended location. If there is something missing, please contact the Provincial Coordinator to ensure that a consistent approach is achieved across each business area within BCTS.

## **Statistics**

The records provide the source for statistical analysis. The MOFR will develop an annual report to provide a comparison of accident prevention performance between business areas, and with previous year statistics.

The provincial safety coordinator will distribute supplemental instruction on keeping statistics and conducting trend analyses.

## **Local Procedures**

None

## **Forms and Checklists**

Appendix 17-1 Document Control Matrix-Records Filing Guide