



CONTRACTOR HEALTH AND SAFETY PERFORMANCE REPORT

X 653 (R2019-05)

*Mandatory reporting fields

*Reporting Period Starting:

Ending:

*Project Title	
*Tender/RFx/SOR Number	
*Project Location	
*CONTRACT COMPANY Prime Contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUB-CONTRACTOR COMPANIES	

Number of workers on site: _____ Project Duration: <90 days >90 days

Contacts	Name	Contact Number
*Contractor Site Representative		
*Site Health and Safety Representative		
* Joint Work Site Health and Safety Committee Chair and Co-Chair		
* CoC Owner's Representative		
*CoC Safety Advisor		

HEALTH & SAFETY PERFORMANCE

LAGGING INDICATORS	Reporting Period Total	Year to Date	LEADING INDICATORS	Reporting Period Total	Year to Date
*Untreated					
*First Aids (#)			*Toolbox Talks (#)		
*Medical Aid (#)			*Safety Meetings (#)		
*Accommodate Work (#)			*Orientations (#)		
*Lost-Time Claims (#)			*Inspections / Observations (#)		
*Lost Work Days			*Hazardous Conditions (#)		
*Fatality (#)			*Near Misses (#)		
*Potentially Serious Incidents (#)			*Corrective Actions completed (#)		
*Number of incidents involving the public			*Joint Work Site Health and Safety Committee Meetings (#)		
*Hours Worked (Regular)			*Meetings with Health and Safety Representative (#)		
*Hours Worked (Overtime)			*Field Level Hazard Assessments (#)		
*Total Exposure Hours			Other:		
*Total Lost-Time Claim Rate (LTC)			Other:		
*Total Recordable Injury Frequency (TRIF)					
*Stop Work Order					

*Did your company experience any regulatory actions or inspections this month? Yes No

For any regulatory action, site visit or order, describe the actions taken/activity.

Add any additional comments:

Name of Authorized Representative	Date
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Personal information is being collected and used for the purpose of facilitating compliance with the Alberta Occupational Health and Safety Act, Regulations and Code and The City of Calgary's Occupational Health and Safety Policy. This information is being collected and used pursuant to section 33 of the Freedom of Information and Protection of Privacy Act and sections 3 to 13 and 23 of the Occupational Health and Safety Act of Alberta. If you have any question about the collection and use of your personal information, please contact the Leader, Strategic OH&S, The City of Calgary, P.O. Box 2100, Station M, #8020, Calgary, AB T2P 2M5 / 403-268-6710.

ISC: Unrestricted



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Report Completion Instructions

Contract companies providing services to The City of Calgary are required to complete and submit this form regularly as determined by the City Representative. Reporting is not required for consultants, visitors, delivery drivers, off site manufacturing, design, or servicing office equipment such as photo copiers/phones.

Each injury/illness should be recorded only once and categorized using the hierarchy provided on this page under "Definitions". For example, a Lost-Time Injury that involves Medical Treatment and subsequent Restricted Work shall be categorized as a Lost-Time Injury. The Total Recordable Injury Frequency (TRIF) rate is to be calculated using the formula on this page.

Definitions

Accommodated Work – Occurs when the supervisor, or a physician or other licensed health care professional determines that an injured employee should not:

- (a) Perform one or more of the routine functions of his or her job; or
- (b) Work the full workday that he or she would otherwise have been scheduled to work

Corrective Actions: Actions taken to resolve deficiencies or non-compliance with legal or regulatory requirements and prevent future non-compliance.

Exposure Hours – Exposure to injuries shall be measured by the total number of hours of employment of all employees for each contractor and sub-contractors, including overtime and training, but excluding leave, sickness and other absences. In order to determine realistic injury frequencies, the total number of exposure hours must be relatively accurate.

Field Level Hazard Assessment: This is the assessment performed at the work site, prior to the commencement of work tasks, during which hazards are identified, risks are assessed, and the controls required to mitigate the risks presented by the identified hazards are identified and implemented.

First Aid Injury – The immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery.

Hazardous Condition – A situation or condition with potential for harm to persons, property or the environment.

Inspection/Observation: The activity performed to determine the level of compliance or non-compliance with safety requirements or standards at the worksite.

Joint Work Site Health and Safety Committee: The committee established in accordance with section 16 of the *Occupational Health and Safety Act* (Alberta).

Lost-Time Claim Rate =
$$\frac{\text{Number of Lost-Time Incidents X 200,000}}{\text{Total Exposure Hours}}$$

Lost-Time Injury – A work-related injury that results in an employee being unfit for work on any regularly scheduled paid day after the day the injury occurred.

Medical Aid – Where an injured employee requires the care of medical professional (doctor, dentist, chiropractor, physiotherapist) and does not miss any regularly scheduled paid day after the day of the injury occurred.

Near Miss – An undesired event that, under different circumstances, could have resulted in personal harm or damage to equipment, property or the environment.

Orientation: This is the process of providing information to new worker or visitors to the worksite about the identified hazards, worker rights, roles and responsibilities of the personnel, applicable legislation and overall health and safety program at the work site.

Potentially Serious Incident (PSI): A PSI is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person. A serious injury is an injury that results in a fatality or a person being admitted to hospital as an inpatient. A PSI is not limited to workers and it does not require the occurrence of an injury. *

Recordable Injury/Illness – Work-related injuries classified as being more severe than first aid are considered recordable (in order of severity: Fatality, Lost-Time, Accommodated Work, Medical Aid).

Safety Meeting: This is a formal meeting during which information on safety techniques, safety regulations, safety rules, obligations and practices are reviewed, and workers are reminded of their role in safety.

Site Health and Safety Representative: The health and safety representative designated in accordance with section 17 of the *Occupational Health and Safety Act* (Alberta).

Stop Work Order: An order issued by the City Representative to stop all or part of the work at the work site, in accordance with article 12.4 of the *Standard General Conditions* or an order issued by an Occupational Health and Safety Officer to stop all or part of the work at the work site.

Toolbox Talk: A toolbox talk is a short, informal safety meeting conducted at the work site prior to the commencement of a specific job or a shift during which safety topics relevant to that specific job are reviewed.

Total Recordable Injury Frequency Rate =
$$\frac{\text{Number of Recordable Injuries X 200,000}}{\text{Total Exposure Hours}}$$

Untreated Injury – Where an employee elects not to receive first aid or medical aid for an injury of potential injury.

* This definition is sourced from the Government of Alberta.