

### **Record Keeping and Data Analysis: Step Ten of the Ten-Step Business Plan**

Good recordkeeping is vital in improving health and safety performance. Accurate and detailed records outlining why accident happened, what process or system needs to be changed to eliminate or reduce the risk of injury and how to make those changes are the goal of this step.

What you can do:

- **Develop Accident Trends** - Review your First Report of Injury Forms (FROI), OSHA 300 log or worker compensation reports to identify trends or clusters of injuries. Look for repeated incidents in a particular department or specific types of injuries (such as cut hands) that are occurring. Use this information to identify opportunities to improve your safety and health process by focusing on these key areas. Develop an Action List that outlines the problems, how to correct it and who is responsible for correcting any problems.
- **Establish and Track Leading Indicators** - Track your proactive safety activities, e.g. number of safety audits completed, number and types of safety training or discussions, or number of near misses investigated.

All of this information is valuable in improving the safety culture and performance of your organization.