

SAFETY DATA COLLECTION AND REPORTING

Each system should develop and maintain a comprehensive data reporting, evaluation and record maintenance method. In doing so, the system will be able to monitor the occurrence of safety hazards and determine what should be done to reduce safety-related incidents.

To aid in standardizing the data collection and reporting processes, systems should utilize standard forms that ask for the information that can be used in evaluating a safety-related situation. Such documents include incident reports, vehicle maintenance forms and inspection forms.

Prior to gathering the forms and organizing them according to the years in which they were filled out, a system will find it useful to determine a regular schedule that can be used to review the forms. The schedule will make it possible to develop and monitor statistics that will convey whether or not a system is implementing and improving safety efforts.

After gathering and reviewing statistical data, the system will generate a report that indicates the instances that occur within the scheduled timeframe. The report will also describe how the system will address the safety situation.

Over a period of time, the data reports may reveal areas where the system must improve employee training, increase maintenance measures and/or reduce the number of safety hazards in the workplace. The data reports may also help to encourage a system as the system sees a reduction in the number of safety-compromising incidents and related costs.

For example, one year may show that driver error resulted in 70 percent of incidents while mechanical error resulted in 30 percent of incidents. In the following year, continued statistical data collection may help a system to see and report a reduction in the number of driver-related and mechanical-error related incidents. This reduction may occur because the previous data collection prompted the system to enforce more stringent driver training and increase the vehicle maintenance schedule.

The resulting report will express that the system is dynamically improving and adhering to the Safety Plan and therefore acknowledging system, federal and state safety standards.