	SARMA GUIDELINE	Document Number
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD	SHE4.13-F01
		Revision Number
	STATISTICS	00
		Page Number
		1 of 5

SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STATISTICS

(SARMA Audit document January 2017 version 1 reference number:

Section A, Element 1, Items 1.4, 1.5 & 1.8.5;

Section A, Element 4, Items 4.1 to 4.5 and

Section A, Element 7, Item 7.2)



	SARMA GUIDELINE		Document Number
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD		SHE4.13-F01
			Revision Number
	STATISTICS		00
			Page Number
			1 of 5

Table of Contents

ENTRY NUMBER	DESCRIPTION	PAGE NUMBER
1	PURPOSE.....	3
2	SCOPE.....	3
3	RESPONSIBILITY AND ACCOUNTABILITY.....	3
4	DEFINITIONS AND ABBREVIATIONS.....	3
5	LEGAL AND OTHER REQUIREMENTS	
5.1	General.....	3
5.2	Legal Reference.....	4
5.3	Other Requirements.....	4
6	RECORDS.....	4
7	PROCEDURE.....	4-5
8	ASSOCIATED DOCUMENTATION.....	5

	SARMA GUIDELINE		Document Number
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD		SHE4.13-F01
	STATISTICS		Revision Number
			00
			Page Number
			1 of 5

1. PURPOSE

- 1.1. The purpose of the standard is to set out requirements for the measurement of incident data and associated trends, and in a pro-active and focused way, reduce severity and frequency of SHREQ incidents.

2. SCOPE

- 2.1. These procedures are applicable to **EMPLOYERS** and shareholders.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1. The Section 16(2) Appointee [\[SHREQ5.11-F02-3\]](#) will be responsible to keep statistical data of all occupational injury and diseases, environmental and damage incidents that occur at the facility. The statistics must be compiled on a monthly and 12 monthly progressive basis.
- 3.2. The Section 16(2) Appointee [\[SHREQ5.11-F02-3\]](#) is responsible to submit monthly statistical information to **EMPLOYERS** CEO.
- 3.3. The Section 16(2) Appointee [\[SHREQ5.11-F02-3\]](#) is responsible to ensure that statistics are consolidated, categorised and analysed to identify trends and must compile graphs for comparative purposes.

4. DEFINITIONS AND ABBREVIATION

- 4.1. **SHREQ incidents and accidents** will include all reported depot incidents, and will include the “near miss” and other incidents with the potential to cause an interruption of business.
- 4.2. **“Near Miss” incident** can be defined as an undesired event which, under different circumstances, have the potential to cause a serious accident or injury to persons, and/or damage to property, and if not addressed, could cause a loss or an interruption of the business.
- 4.3. **Product failures** and
- 4.4. **Spillages.**

5. LEGAL AND OTHER REQUIREMENTS

5.1. General.

No.	Document Number	Description
5.1.1.	EMPLOYERS	Business Unit monthly reports
5.1.2.	SHREQ5.13-F03	SHREQ committees minutes

5.1 Legal Reference.


- 5.2.1. Legal Register

5.3. Other Requirements.

- 5.3.1. Clients and
5.3.2. Shareholders

6. RECORDS

Rec. Nr	Reference Nr	Description	Storage Space	Retention Time
6.1.	EMPLOYERS [SHREQ4.11-F01]	Incident and accident reports and investigations		
6.2.	EMPLOYERS [SHREQ4.13-F01]	Monthly statistical reports		
6.3.	EMPLOYERS	Risk control graphs		
6.4.	EMPLOYERS	Quarterly reports to head office (Report to Board)		

	SARMA GUIDELINE	Document Number
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD	SHE4.13-F01
		Revision Number
	STATISTICS	00
		Page Number
		1 of 5

6.5.	EMPLOYERS	Statistical Analysis		
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7. PROCEDURE

7.1 PROGRESSIVE STATISTICAL DATA

Progressive statistical data will be made available to the depot SHE committee, Green area meetings and other depot forums where the information can be positively applied to enhance SHREQ discussions and concerns. The following statistical data will be made available:

- 7.1.1 Monthly statistical reports on SHREQ related incidents/accident
- 7.1.2 Non-conformance investigations by management
- 7.1.3 Regional feedback on claims and legal issues
- 7.1.4 Injury statistical data analysed by type, body part and department
- 7.1.5 Damage incidents analysed by category and type, i.e. vehicle accidents and property damage, equipment damage, losses, stock losses, product failures, spillages...

7.2 ANALYSIS OF STATISTICS

- 7.2.1. Section 16(2) Appointee [\[SHREQ5.11-F02-3\]](#) will review and analyse Occupational SHREQ trends and forward a copy to **EMPLOYERS** Quarterly reports for the facility will be completed by the Section 16(2) Appointee [\[SHREQ5.11-F02-3\]](#) and forwarded to the CEO [\[SHREQ5.11-F02-1\]](#).
- 7.2.1. Internal audit reports will cover identified risks, insurance claims and trends.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	D.I.F.R	
8.2.	D.I.F.R	
8.3.	Parts of bodies	
8.4.	Types, causes and Trends	
8.5.	Product failure	
8.6.	Calibration record failures	