

O. EVALUATING THE AIPP'S EFFECTIVENESS

Most incidents occur because of unsafe acts or conditions. The purpose of this section is to outline the methods for evaluating the effectiveness of the workplace safety and health program. Evaluating the effectiveness of the workplace safety and health program is essential for continuous improvement and injury prevention.

The determination of effectiveness is performed at least annually and includes data, at minimum, for the current and past two complete fiscal years. Injury statistics are analyzed by the Safety Coordinator or designee quarterly and results are provided at least semi-annually to senior leaders; records of communication are maintained for the current fiscal year and previous two. Additionally, the entire Accident and Illness Prevention Program (AIPP) is reviewed annually by the Safety Coordinator or designee and the review documented for the current fiscal year and previous two.

Determining Program Effectiveness

Before measuring the effectiveness of a safety program, the data or indicators used to evaluate the program must be determined. Effectiveness can be measured by focusing on leading indicators and trailing indicators.

One method to accomplish this effort begins with tracking the results provided in the effectiveness measures spreadsheet. The report is provided every six months by the Office of Administration and uses a series of trailing indicators to illustrate claims history. An analysis of the data is conducted at least semi-annually, and a comparison of the loss history is used as the basis for measuring performance.

Trailing indicators measure the results experienced in the program, for example:

- Total workers' compensation costs,
- Total number of accepted claims,
- Total claims rate per 100 employees, and
- Total indemnity rate per 100 employees.

Leading indicators illustrate the proactive work done to prevent future incidents and help to indicate the program's likely future performance, for example:

- Number of hazards identified and corrected,
- Number of inspections and equipment checks performed,
- Number of safety trainings and meetings conducted,
- Number of near miss / safety suggestion reported and tracked,
- Number of safety policies developed, implemented, and reviewed.