

# 2024 Worker Safety Metrics & Guidance

Report data for the prior calendar year.

## Foundational Metrics (Baselines)

For the statements below, enter a number representing how many of the establishments you are reporting for that would answer “Yes”. *Example: Reporting for 5 establishments and all are yes type 5. If metric applies to 3, type 3. If none, type 0.*

### \_\_\_ B1. A written worker safety program is in place.

Best Practices:

- Include within your work safety program some or all of the following annual review & iteration of the worker safety program, worker involvement in the development & execution of the safety program, and/or specific elements included in the program (examples: attention to higher risk or Serious Injury, Illness & Fatalities).

Resources:

- US DOL Occupational Safety and Health Administration (OSHA) Resources:
  - [Recommended Practices for Safety and Health Programs Guidance](#)
- Canadian Centre for Occupational Health & Safety (CCOHS) Resources:
  - [Health and Safety Program – General Elements](#)

### \_\_\_ B2. Employees at ALL levels are involved in safety investigations and knowledgeable of and involved with the safety program and communications. *Example: Training could cover ergonomic functions; saw or knife training; PIT (Power Industrial Trucks), etc.*

Resources:

- OSHA Resources
  - [OSHA’s Safety & Health Topics for Meatpacking](#)
  - [OSHA’s Hazard Identification Training Tool](#)
- CCOHS Resources
  - [Hazard and Risk](#)
    - [Hazard and Risk - Hazard Identification](#)
    - [Hazard and Risk - Risk Assessment](#)
    - [Incident Investigations](#)

### \_\_\_ B3. All new employees complete safety training and on-boarding as appropriate for their job function prior to starting their job. Employees receive continued safety training, including training in hazard recognition, appropriate for their job function. *Example: Training could cover ergonomic functions; saw or knife training; Power Industrial Trucks (PIT), etc.*

### \_\_\_ B4. Employees recognize hazards and improve safety as a group.

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\_\_\_ **B5. Power Industrial Trucks (PIT) operators are trained to recognize near misses and accidents prior to operating.**

Resources:

- OSHA Resources
  - [Guidance – Power Industrial Trucks \(Forklift\) eTool](#)
    - Types & fundamentals of powered trucks; operating the forklift – basic operating rules and safe work practices; understanding the workplace – how workplace conditions can affect safe operation; Training Assistance – Operator Training acquired by OSHA.
  - [NIOSH Alert: Preventing Injuries and Deaths of Workers Who Operate or Work Near Forklifts. DHHS \(NIOSH\) Publication No. 2001-109, \(2001, June\)](#)
- CCOHS Resources
  - [Forklift Trucks \(All Fact Sheets\)](#)
  - [Forklift Trucks – Work Platforms to Elevate Personnel](#)
  - [Forklift Trucks – Maintaining Truck Control](#)
  - [Forklift Trucks – Load Handling](#)
  - [Forklift – Traffic Management \(Pedestrian Traffic Planning\)](#)

\_\_\_ **B6. Safety training(s) may be provided in writing or verbally. Trainees should confirm their understanding.**

\_\_\_ **B7. A safety committee or team has been established and meets regularly.**

Best practices:

- Safety committee or team meets monthly or every other week of the year. Participation on the safety committee or team includes representation from all levels of the organization and across functions/roles of the organization.

Resources:

- OSHA Resources
  - [Safety and Health Programs in the States \(2016\)](#)
  - [Safe & Sound at Work: Worker Participation PDF](#)
- CCOHS Resources
  - [Health & Safety Committee Fact Sheets](#)

\_\_\_ **B8. Employee safety information is incorporated in production meetings.** Examples: Employee safety information could include injury rates (A best practice is to look at monthly injury data and share with employees.); discussion of incidents and corrective action; and/or discussion of near miss incidents. Answers the question, “How are you communicating safety information down to the floor?” Could be a written document used in safety meetings and with the safety team.

\_\_\_ **B9. Safety metrics are established, and performance is reviewed by upper management regularly.**

Resources:

- OSHA Resources
  - [OSHA Recommended Practices for Safety and Health Programs](#)
- CCOHS Resources
  - [Developing an Occupational Health and Safety Program e-course](#)

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## Achievement Metrics

When answering these achievement metrics to indicate yes, type the number of establishments for which you are reporting that would say yes. Within the achievement metrics, we use a commit, track, deliver, made public framework. This framework is to show the company's or establishment's progression as it relates to meeting this metric and possibly going above and beyond the metric (deliver/made public).

In general, across all focus areas unless clarified under the metric, the following will be your guiding definitions for commit, track, deliver, made public, not applicable, and choose not to report.

- **Commit (C)** - Means internally the company has stated a commitment to the metric.
- **Track (T)** - Means internally the company has a mechanism for measuring/recording/reporting information supporting this metric.
- **Deliver (D)** - Means the company is meeting the internal goal(s) or commitment(s) pertinent to this metric.
- **Made Public (P)** - At the company level, information regarding this metric has been published, printed, spoken about, or posted publicly displaying the Company commitment to this metric externally. Examples: posted on the company website; included in an ESG (Environmental, Social, and Governance) report; etc.
- **N/A** - Not applicable
- **Not Reporting (NR)** - Choose not to report on this metric.

Indicator	Metric	C	T	D	P	NA	NR
Hazard Recognition	<b>A1.</b> All departments, lines, or areas are inspected for potential hazards monthly by the appropriate, responsible employee(s).						
	<p><b>Note:</b> Employee(s) who are inspecting do not have to have a specific title. Timing, frequency, and process for inspecting for potential hazards should be determined by the company. i.e., This metric does not dictate that the inspection is done at any specific time or during any specific shift</p> <p><b>Deliver</b> - Example: An individual must walk the area at least once per the week and document potential hazards. Another example is 95% of reports are turned in monthly.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• OSHA Resources: <ul style="list-style-type: none"> <li>• <a href="#">OSHA Hazard Identification Training Tool (interactive) &amp; resource links</a></li> </ul> </li> <li>• CCOHS Resources: <ul style="list-style-type: none"> <li>• <a href="#">Prevention and Control of Hazards Fact Sheets</a></li> <li>• <a href="#">Effective Workplace Inspections</a></li> </ul> </li> </ul>						
	<b>A2.</b> Corrective actions are completed and documented within a month of the hazard identification.						
	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• OSHA Resources: <ul style="list-style-type: none"> <li>• <a href="#">OSHA Recommended Practices for Safety and Health Programs – Hazard Identification and Assessment</a></li> </ul> </li> <li>• CCOHS Resources: <ul style="list-style-type: none"> <li>• <a href="#">Effective Workplace Inspections</a></li> </ul> </li> </ul>						

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Indicator	Metric	C	T	D	P	NA	NR
Hazard Recognition	<b>A3a.</b> Near-miss incidents are reported to designated personnel within 24 hrs.						
	<b>Best practices:</b> <ul style="list-style-type: none"> <li>To define “Regularly”, it will depend on size of business and role. A regular best practice could be monthly, quarterly, semi-annually, or annually.</li> </ul> <b>Made Public</b> – Recommend sharing near-miss incident information within the company (examples: safety committee and/or senior leadership) to help build and improve safety training and programs.						
	<b>Resources:</b> <ul style="list-style-type: none"> <li>OSHA Resources:                         <ul style="list-style-type: none"> <li><a href="#">OSHA Near Miss Reporting Policy</a></li> </ul> </li> <li>CCOHS Resources:                         <ul style="list-style-type: none"> <li><a href="#">Health &amp; Safety Legislation in Canada – Injury Reporting</a></li> </ul> </li> </ul>						
	<b>A3b.</b> Near-miss incidents are reviewed by designated personnel on a weekly basis.						
	<b>Made Public</b> – Recommend sharing near-miss incident information within the company (examples: safety committee and/or senior leadership) to help build and improve safety training and programs.						
	<b>A3c.</b> Appropriate personnel investigated and closed near-miss incidents in a timely manner.						
	<b>Note:</b> To clarify timely manner, a near-miss is issued immediately or completed within 1 or 2 business days with a supervisor’s signature and the General’s signature. It is up to the safety department head to follow up. <i>Example: Fall with a knife. Is the near miss issued, reviewed, and ensured that the corrective actions are completed? Up to the Company to have definitions on what they define as a near miss.</i> <b>Made Public</b> – Recommend sharing near-miss incident information within the company (examples: safety committee and/or senior leadership) to help build and improve safety training and programs.						
<b>A4.</b> Supervisors lead safety huddles/toolbox chats regularly with hourly workers.							
<b>Best practices:</b> <ul style="list-style-type: none"> <li>The definition of regularly may vary based on industry, workplace hazards, and regulatory requirements. It’s advisable to assess risks and conduct safety huddles as often as needed to address emerging issues and reinforce safety protocols.</li> </ul> <b>Resources:</b> <ul style="list-style-type: none"> <li><a href="#">OSHA Safety and Health Topics</a></li> <li><a href="#">OSHA Training Toolbox Talks</a></li> <li><a href="#">Canadian Centre for Occupational Health &amp; Safety</a></li> <li><a href="#">National Safety Council</a></li> <li><a href="#">Canadian Safety Council</a></li> <li><a href="#">Safety Talk Ideas</a></li> </ul>							

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Indicator	Metric	C	T	D	P	NA	NR
Hazard Recognition	<b>A5.</b> Injury data is analyzed at least annually and used to set company goals.						
	<p><b>Commit</b> - injury data is used to set company goals and objectives.  <b>Track</b> - injury data is collected and analyzed.  <b>Deliver</b> - injury data is used to determine whether meeting company goals and objectives set by the company.  <b>Made Public</b> - Recommend sharing injury data within the company (examples: safety committee and/or senior leadership) to help build and improve safety training and programs.</p> <p><i>Example: Company has a data dashboard that feeds the information to quantified hazards and how to do something actionable that will support the goals of reducing lacerations by 10%, completing a (number) of PPE walk throughs, and holding (number) of knife trainings per quarter or per shift per year. Then, as a company, are you taking the data and moving as a company to fix short-comings and continue to improve on what you are doing good?</i></p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>OSHA Resources: <ul style="list-style-type: none"> <li><a href="#">OSHA Near Miss Reporting Policy</a></li> <li><a href="#">Recommended Practices for Safety &amp; Health Programs – Program Evaluation and Improvement</a></li> </ul> </li> <li>CCOHS Resources: <ul style="list-style-type: none"> <li><a href="#">Designing an Effective PPE Program</a></li> <li><a href="#">Return to Work – Job Demands Analysis</a></li> <li><a href="#">Job Safety Analysis Made Simple</a></li> </ul> </li> </ul>						
Employee Engagement	<b>A6.</b> Hourly employees are encouraged to report safety incidents, as demonstrated by a written policy that is communicated to employees and provides avenues that employees can communicate to and feel encouraged to do without retaliation or discrimination.						
	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>OSHA Resources: <ul style="list-style-type: none"> <li><a href="#">Recommended Practices for Safety &amp; Health Programs – Worker Participation</a></li> <li><a href="#">Recommended Practices for Safety &amp; Health Programs – Management Leadership</a></li> <li><a href="#">Safety Management – Additional Resources</a> <ul style="list-style-type: none"> <li><a href="#">Recommended Practices for Anti-Retaliation Programs</a> - Provides recommendations and guidelines for preventing and addressing worker retaliation. OSHA Directorate of Whistleblower Protection Programs, 2017</li> <li><a href="#">Safety Leadership: Engaging Employees in Process Safety</a> - Discusses worker engagement in process safety. NSC Safety and Health Magazine, 2013.</li> </ul> </li> </ul> </li> </ul>						
	<b>A7.</b> Hourly employees are involved in internal audits and inspections.						
<p><b>Best practices:</b></p> <ul style="list-style-type: none"> <li>Hourly employees involved in audits should be familiar with relevant OSHA or CCOHS standards for their industry and receive appropriate training on safety protocols.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>OSHA Resources: <ul style="list-style-type: none"> <li><a href="#">Develop your Safety + Health Program</a></li> <li><a href="#">Recommended Practices for Safety and Health Programs</a></li> </ul> </li> </ul>							

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Indicator	Metric	C	T	D	P	NA	NR
Employee Engagement	<b>A8. Safety perception surveys are conducted regularly.</b>						
	<p><b>Best practice:</b> Conduct Safety Perception surveys annually or at minimum every 18 months.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Safety Climate Assessment Tool (S-CAT)</a> (website) - This free online tool lets individuals and companies assess their company's level of safety climate maturity, compare it to that of other construction companies, and learn ways to strengthen their safety climate. CPWR - The Center for Construction Research and Training, 2016.</li> </ul>						
Worker Safety Training	<b>A9. Supervisors are trained in hazard recognition with content and frequency appropriate for their job function.</b>						
	<p><b>Example:</b> This could be completing a 10 hr or 30 hr OSHA Certification Training. The goal is for supervisors to understand the regulations and why the company does what it does.</p> <p>Supervisors can refer to production floor leadership (might also be known as team leaders) or those in Human Resource roles, general management/office leaders, or others who benefit from knowing about the safety rules and regulations.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• OSHA Resources: <ul style="list-style-type: none"> <li>• <a href="#">Outreach Training Program (OSHA 10-Hour &amp; 30-Hour Cards)</a></li> </ul> </li> <li>• CCOHS Resources: <ul style="list-style-type: none"> <li>• Each province and territory has its own regulations and training requirements. Check with the specific occupational health and safety authority in the province or territory where you operate. Examples: Alberta Labour, The Ontario Ministry of Labour, British Columbia - <a href="#">WorkSafeBC</a></li> </ul> </li> </ul>						
	<b>A10. Supervisors are trained in hazard recognition with content and frequency appropriate for their job function.*</b>						
	<p><b>Commit</b> - Representative(s) keep informed and engaged within the industry on best practices, new technologies, and/or scientific advancements.</p> <p><b>Track</b> - Advancing worker safety by attending/participating in worker safety educational conferences or workshops; and/or investing/participating in worker safety research; etc.</p> <p><b>Deliver</b> -</p> <ul style="list-style-type: none"> <li>• Making annual contributions (time, money, resources) to industry food safety research programs;</li> <li>• And/or attending an educational conference/workshop AND taking that knowledge/information gained back to the establishment to share with coworkers and/or implement a change;</li> <li>• And/or presenting/sharing best practices with colleagues at an educational conference/workshop;</li> <li>• And/or working with new technologies for testing designs, piloting, and implementing these new technologies to advance food safety strategies and solutions.</li> </ul> <p><b>Note:</b> As this metric applies to the company or enterprise, we would expect this to be filled out in totality for all establishments you are reporting on. In other words, you'd enter the maximum number of your establishments reported or zero for each column.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Meat Institute Safety Events</a></li> <li>• <a href="#">Meat &amp; Poultry Foundation</a></li> </ul>						

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## Other Resources:

- [Meat Institute's Worker Safety Webpage & Committee Info](#)
- [Meat Institute's Worker Safety Awards – Apply between January 1 - 31](#)
- [Canadian Centre for Occupational Health and Safety](#)
- [OSHA Small Business](#)
- [Safe & Sound Program](#)
- [National Safety Council](#)
- [Canada Safety Council](#)

\* New metric in 2024. Will not have longitudinal data before this year.