**Injury Frequency Rate Calculation Worksheet**

Injury frequency rates are used to compare the rate of injury occurrence over time and between different departments or organizations. A frequency rate is a statistical figure that provides a percentage rate based upon the amount of time worked by 100 full time equivalent (FTE) employees in one year. This statistical averaging allows comparison of relative safety performance between businesses of different sizes or between seasonal fluctuations in the number of staff.

**Time Period**

Frequency rates are calculated over one or more of the following time periods:

* Monthly,
* Annually, and/or
* Year to date.

Time periods may be either calendar or fiscal, as long as the approach is consistent.

**Information Required**

Injury frequency rates calculations are based upon two basic numbers:

1. **The number of disabling injuries in the time period.** Disabling injuries are injuries which result in time lost from work beyond the date of injury. The time lost must amount to one or more days.
2. **The total number of hours worked during the time period.** Total hours worked is based upon the time worked by all staff during the time period. Total time for hourly staff is based upon payroll hours. Salaried or commissioned staff are usually assigned a fixed number of forty hours a week.

**Frequency Rate Worksheet**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Enter the total number of disabling injuries here:** | **(1)** | 1. **Multiply this number by 200,000 and enter the result here:** |  |
|  | | **(2)** | 1. **Divide this**   **by this,**  **the result goes here:** |
|  | 1. **Enter the total number of hours worked here:** | **(3)** |
| 1. **This is the frequency rate:** | **(4)** |

**Frequency Rate Formulae**

The basic frequency rate formula can be expressed in a number of ways:

1. **Frequency Rate = ( A x 200,000) ÷ B**

**Where:**

**A = Number of time loss injuries**

**B = Total hours worked**

**or**

1. **Frequency Rate = ( Number of lost time injuries x 200,000)**

**Total hours worked**

This formula is incorporated into the worksheet on the following page.