

Safety Incident Log with TRIR and DART

How-to guide: what the workbook does, how to use it and what every number means.

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Safety Incident Log with TRIR and DART

Log every incident and the hours worked, and see rolling 12-month TRIR, DART and lost-time rates, open corrective actions and what hurts people most.

For: EHS managers, plant managers, HR and safety committee members in manufacturing plants of any size.

Version 1.0.0 · updated 15 October 2026

Quick start

1. On Setup, type your site name, the status date and your own TRIR and DART targets, then replace the example departments and event types.
2. On Hours Log, add the hours worked each month for each department, from payroll (employees and supervised temporary workers).
3. On Incident Log, add one row per event, from near miss to fatality, with its classification, days away or restricted and the corrective action.
4. Read the Check column: anything other than OK names the problem in words.
5. Open the Dashboard; pick a department or a different 12-month window at the top.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Your site, status date, rate targets, and the department and event-type lists.
Hours Log	Hours worked per department per month: the denominator of every rate.
Incident Log	One row per incident, near miss to fatality: classification, days lost and the corrective action.
Dashboard	Rolling 12-month injury rates, cases by month and type, departments, event types and open actions.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Recordable	Yes when the classification is Other recordable, Restricted or transfer, Days away or Fatality.	Yes/No
DART case	Yes when the classification is Days away or Restricted or transfer.	Yes/No

Quantity	How it is calculated	Units
Lost time	Yes when the classification is Days away or Fatality.	Yes/No
Days lost	Days away + days restricted. The Check column flags more than 180 days, where OSHA lets you stop counting.	days
Action status	Complete when a closed date is filled in; Overdue when the due date is before the status date on Setup; In progress otherwise; Check when there is no due date.	-
Month start	Hours Log: the first day of the month of the date typed, so hours group by calendar month. Incidents are grouped by their date falling inside the month.	date
Hours per employee	Hours worked / employees for the Hours Log row; the Check column flags more than 300 h, which usually means a typing error.	h
TRIR	Recordable cases x 200,000 / hours worked, over the 12 months shown (filtered by department when one is picked).	per 200,000 h
DART rate	DART cases x 200,000 / hours worked, same months.	per 200,000 h
LTIFR	Lost-time cases x 1,000,000 / hours worked. LTIR on the 200,000-hour basis is LTIFR / 5.	per 1,000,000 h
Rolling 12-month rate	For each month on the Dashboard: cases in that month and the 11 before / hours in the same 12 months x 200,000. Blank until the Hours Log holds 12 months.	per 200,000 h
Days since last recordable	Status date minus the date of the latest recordable case on or before it.	days
Calendar-year totals	Cases by outcome, days away, days restricted and hours worked for each calendar year, with TRIR and DART rate.	cases, days, h
Pareto	First-aid and recordable cases per event type, ranked with COUNTIF (ties keep list order). Helper columns AO:AQ (hidden) hold the unsorted counts and ranks.	cases, %

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Kestrel Metal Works, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

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Rolling 12-month injury rates, cases by month and type, departments, event types and open actions.

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Department

12 months ending

First month shown

Oct 2025

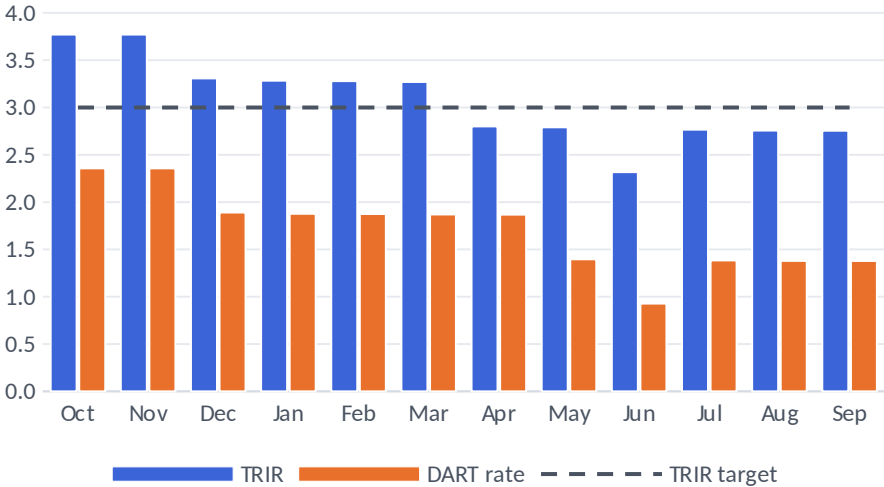
Last month shown

Sep 2026

Whole site. Rates are per 200,000 hours worked (the OSHA basis), except LTIFR per 1,000,000 hours. Leave the filters blank to see the latest 12 months for the whole site.

TRIR (ROLLING 12 MONTHS)	DART RATE (ROLLING 12 MONTHS)	LTIFR (PER 1,000,000 H)	RECORDABLE CASES
2.75	1.38	4.59	6
Target 3.00	Target 1.50	Days-away and fatal cases x 1,000,000 / hours	In the 12 months shown
On target	On target		

Rolling 12-month TRIR and DART rate



Cases by month and type

