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12.1 Introduction

Complete, accurate and accessible records provide the means by which to monitor the effectiveness of the University's OHS program and they provide the best evidence of due diligence. Saint Mary's University has established processes which require the creation of OHS documents and records. These processes include the approval, review and updating of documents and the control of records for the OHS Program.

12.2 Creating and Maintaining OHS Program Documents and Records

This chapter of the OHS Program manual summarizes many of the OHS documentation requirements, but it is important to note that this manual itself is one of the most important OHS Program documents. The chapters of this manual describe processes, duties, and responsibilities for the creation and implementation of the OHS Program. Most of the chapters of this manual have a requirement for documentation of some aspect of the OHS Program and the keeping of related records. The creation and updating of that documentation and related record keeping should be observed when undertaking the processes described by each chapter of this manual. Copies of the OHS Program Manual and other useful forms and documents are made available on the University's OHS Website.

12.3 Control of OHS Program Manual and Related Documents

The OHS Office is responsible to oversee the development of all documents created for the OHS Program manual. Each document shall be developed initially in draft form and shall be provided to the safety committees for review and comment, and revised as required following the review. All documents shall be approved by the Vice President, Finance and Administration.

12.4 OHS Policy Records

At Saint Mary's University, an OHS Policy has been established which applies to all departments and faculties within the University. The OHS Office is responsible for maintaining this policy, coordinating yearly reviews and updates, and keeping records related to the review.

12.5 University OHS Records

The OHS Office shall maintain formal OHS records for the University as a whole. Each department or faculty is responsible to ensure that they maintain records as required in other chapters of this manual, e.g. WHMIS inventories, for their area.

The OHS Office shall maintain the following records:

- A formal copy of the OHS Program Manual and all related forms;
- JOHSC meeting agendas, meeting minutes, written communications, recommendations, reports of projects or initiatives, statistical reports and any other records pertaining to the business of the Committee, including its conduct or review of workplace inspections and incident investigations. These records shall be made readily accessible to the committee members;

- formal workplace hazard identification, assessment and control activities and inventories;
- Safe Work Practices development and maintenance;
- information pertaining to First Aid Attendants;
- Workplace Violence Prevention Plans;
- reports of environmental testing and monitoring, when completed for health and safety purposes;
- reports of employee concerns or complaints;
- reports of workplace incidents and investigations;
- records of Department of Labour and Advanced Education OHS Division visits/inspections/orders/investigations/compliance notices;
- reports of OHS Program monitoring activities and statistical reports respecting OHS performance;
- Workers' Compensation files;
- reports of evaluations or audits of the OHS Program;
- reports to the Executive Management Group respecting OHS; and
- related documents, files and records.

12.6 Records of OHS Program Activities for Departments and Faculties

Individual Departments and Faculties are responsible to maintain working files and records of all the OHS Program activities as related to their work areas:

- workplace inspections, recommendations and any corrective action;
- workplace incidents and investigations and any corrective action;
- employee concerns/complaints and management responses and the resolution of each;
- development, review and revision of safe work practices and policies;
- hazard identification documentation and response to identified hazards;
- employee OHS training; and
- safety non-compliance/corrective action/discipline activities.

12.7 Records Access, Storage, Retention and Disposal

University OHS Program records will be accessed, maintained, stored, retained and disposed of as per established standards and practices. Employee Health Records (and employee exposure data), because of their legislated and privacy requirements, are stringently managed as per Human Resources standards for Employee Health Records.

First Aid forms must be kept for 5 years as per the First Aid Regulations.

Records will be retained and disposed of in accordance with University records management practices. More information can be found at: <http://www.smu.ca/administration/archives/records.html>.