

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## CONTROL OF RECORDS

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

PURPOSE	
To ensure that health and safety records are accurate, legible, controlled and available for review when required.	
SCOPE	
This procedure covers all employees, areas of the company and areas of the Health and Safety Management System (HSMS) where records of health and safety exist. Examples of records include; training records, meeting minutes, inspection reports, evaluation reports, sampling reports, documented interviews, test results	
RELATED DOCUMENTATION	
<b>Internal</b> <ul style="list-style-type: none"> <li>Health and Safety Records List</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Workplace Safety and Insurance Act</li> </ul>	
DEFINITIONS	
HSMS	Health and Safety Management System
JHSC	Joint Health & Safety Committee
Document	Describes the "who, what, when" of a process and are changed as needed
Record	Demonstrate that training, communication and implementation have taken place. Unlike documents, records are created when things are done and are never modified once they have been created.
Workplace	Any place in, on, or near where a worker works. It could be a building, an open field, a road, forest, vehicle etc.

WSIA	Workplace Safety and Insurance Act
WSIB	Workplace Safety and Insurance Board

## ROLES & RESPONSIBILITIES

### Health and Safety Coordinator (or state other position) is responsible for:

- Ensuring that the requirements of this document are understood, implemented and maintained by all affected personnel.

### Employees are responsible for:

- Maintaining their records in accordance with this procedure.

## PROCEDURE

- The (state the position, e.g. Health and Safety Coordinator) shall review all the documentation in the health and safety management system to determine which records (state your company name) determines to be necessary for planning, implementation, control, evaluation and overall management of the health and safety management system.
- The creation, collection, retention, and distribution of records must comply with all applicable legal requirements, (collective agreements if your company is unionized) and organizational policies, as appropriate. We will create and maintain records to provide evidence of conformity to health and safety system requirements.
- The (state the position, e.g. Health and Safety Coordinator) shall identify the record name, indexing, filing and/or storage location(s), minimum retention period, function responsible for review & maintenance, & approved method of disposal for all applicable records. This is all listed on a master matrix, called the Health and Safety Record List, located (state where, e.g. on a certain server).
- The (state the position, e.g. Health and Safety Coordinator) shall circulate the Health and Safety Record List to applicable personnel, to ensure that everyone knows their responsibilities.
- The various “owners” of health and safety records shall protect records from loss, damage or deterioration.
- All employees who complete the various records shall enter all required information and ensure that the records are legible
- All employees responsible for maintaining the records shall check to ensure that all information is available and legible before filing, and also correct missing, inaccurate or unclear information before filing.
- All employees responsible for maintaining the records shall protect them from sunlight, heat, moisture, etc. and shall also clearly mark files/boxes and even electronic storage/files as per indexing requirements.
- All employees responsible for maintaining the records shall keep original in place and

make copy if record is required away from filing/storage area. They shall also not release records to external parties, unless approved by a member of management.

- All employees who handle records shall ensure the protection of privacy and confidentiality, as appropriate.
- Employees have the right to access records relevant to their health and safety, while respecting the need for confidentiality.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

**BE CAREFUL OF ALL DATES:**

**DO NOT USE OLD INCORRECTLY DATED DOCUMENTS**

**ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act**

## WSIB GUIDELINE:

### Control of records

**Prerequisite(s):** All level 1 topics

#### Summary:

Records related to health and safety demonstrate that training, communication and implementation have taken place. Unlike documents, which describe the “who, what and when” of a process and are changed as needed; records are created when things are done and are never modified once they have been created. Examples of records include, training records, meeting minutes, inspection reports, evaluation reports, sampling reports, documented interviews and test results.

#### Requirements:

The occupational health and safety management system documentation will include, as a minimum, records determined by the business to be necessary for planning, implementation, control, evaluation and overall management of the occupational health and safety management system.

The creation, collection, retention and distribution of records must comply with all applicable legal requirements, collective agreements and organizational policies, as appropriate. Your business will create and maintain records to provide evidence of conformity to health and safety system requirements.

Your business will establish, implement, monitor and maintain a procedure to:

- Maintain records as necessary to demonstrate conformity to the requirements of its occupational health and safety management system
- Identify, store, protect, retrieve, retain and dispose of records
- Ensure protection of privacy and confidentiality, as appropriate
- Ensure records are, and remain, legible, identifiable and tracked, so that they can be retrieved if needed

Employees have the right to access records relevant to their health and safety, while respecting the need for confidentiality.

