

AD7100 WORKPLACE HEALTH AND SAFETY

Records documenting the workplace health and safety programs as required by the Occupational Health and Safety Act at the University.

Includes the work of Joint Health and Safety Committees and the work of departmental safety officers. Also includes the review and reporting activities of JHSCs and the individuals.

Example documents: minutes, workplace inspection reports, incident reports and correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - Director, Department of Environmental Health and Safety (EHS)

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	Joint Health and Safety Committees - Chair	AY + 1	1	DP/AR	YES

Disposition Plans: The chairs of the Joint Health and Safety Committees (JHSC) transfer the signed official minutes to EHS on a monthly basis. EHS is responsible for transferring the official minutes to the archives at the end of the retention.

11	Joint Health and Safety Committees - Members' Participation Files	AY + 0	0	DP/D	YES
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Disposition Plans: All record material transferred to Chair of committee before the minutes are transferred to EHS; all duplicate material to be destroyed.

30	Joint Health and Safety Committee Inspections	ET + 1	6	D	YES
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Records documenting the inspections, monitoring and auditing conducted by Joint Health and Safety Committees(JHSC). Include inspection reports, recommendation forms, follow-up on deficiencies and any communication between the JHSC and the unit being inspected.

ET Definition: Inspection report completed and all recommendations implemented.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Workplace Incident and Accident Files	ET + 5	35	D	PIB
	<i>Records documenting incidents of injury, illness, or accidents that occur in the workplace. Used for the files kept in the Department of Environmental Health and Safety (EHS).</i>				
	<i>Example documents: employee incident reports, WSIB forms, medical reports, correspondence.</i>				
	<i>ET Definition: Any injury or illness that is resolved to the satisfaction of the Director of EHS.</i>				
32	Workplace Incident and Accident Files - Unpaid Student Placement	ET + 3	0	DP/D	PIB
	<i>Records consist of Work Education Placement Agreement form, placement site's Incident Report form, Ministry of Education and Training Letter of Authorization form, insurance form, correspondence between EHS, the departmental representative, the work placement representative and insurance company.</i>				
	<i>ET Definition: Students complete placement.</i>				
	<i>Disposition Plans: At any time during a student's placement, if a WSIB form is filed with EHS, the files will be reclassified as AD7100-31. Otherwise, destroy the files three years after students complete placement.</i>				

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AD7100 was approved on 07/11/2012.