

OCCUPATIONAL SAFETY AND HEALTH RECORDS

Numbers listed below refer to the applicable part from the WorkSafeBC Occupational Health and Safety Regulation and/or the Workers Compensation Act.

Type of Records	Ref.	Record Requirements
Risk assessments	Various	A record of the risk assessment when an assessment is a requirement of the Regulation (eg: Violence in the Workplace, First Aid, Ergonomics, Working Alone, etc). (Refer to Quick Start Checklists)
Incident Investigation reports	3.4	Reports must be completed on all incidents and investigations required to be reported under <i>WCA Section 172/173</i>
Management meetings	3.3(d)	A record of regular meetings must be maintained
First aid treatment records, including Form 7 and 7A	3.19	(3) First aid records for an injury or illness reported as occurring after March 30 th , 2004, must be kept for a minimum of 3 years.
Machine or equipment Inspection and maintenance records	4	Records of use, manuals, standards, inspections, etc required for the safe operation of equipment. See also specific equipment requirements in Section 12
Inventory of hazardous substances - MSDS	5.98(1)	An inventory must be maintained which identifies all hazardous substances at the workplace in quantities that may endanger workers in an emergency including controlled products covered by WHMIS, explosives, pesticides, radioactive materials, hazardous wastes, and consumer products.
	5.14	When a supplier MSDS obtained under subsection (1) for a controlled product is 3 years old, the employer must, if possible, obtain from the supplier an up-to-date supplier MSDS for the controlled product if any of the product remains in the workplace.

Type of Records	Ref.	Record Requirements
Investigation of overexposure to hazardous substances	5.59(3)	Records of the investigation required under subsection (2) must be made available to workers, and maintained by the employer for a minimum of 10 years.
Asbestos materials on site	6.32(1)	The employer must maintain for at least 10 years, records of asbestos-containing materials inventories and risk assessments, inspections and air monitoring.
Asbestos - fiber release, training written work procedure	6.32	The employer must maintain for at least 3 years, records of corrective actions to control fiber release, training, and instruction of workers, written work procedures, and written notification of the WCB.
Workers exposure to biohazardous material	6.41	A record must be kept of all workers who are exposed to biohazardous or potentially biohazardous material while on the job for the length of employment plus 10 years. Records of worker education and training sessions on biohazardous materials must be kept for 3 years.
Lead exposure	6.68	The employer must maintain records of risk assessments, worker exposures, worker training, & health monitoring for as long as practicable.
Pesticide application monitoring	6.79	Health monitoring records for workers exposed to pesticides must be maintained when required by WorkSafeBC
Pesticide use	6.94	Records of pesticide applications must be maintained
Use of Antisapstain materials	6.108	The employer must keep records and MSDSs on all previously used antisapstain materials if a change of chemical has occurred and the equipment or work areas have not been adequately decontaminated, and this information must be readily available to workers.
Hearing tests	7.8	The employer must maintain a record of the hearing tests for each worker that must be kept as long as the employer employs the worker.
Noise exposure measurement results	7.8(2)	Noise exposure measurement results must be recorded and be "readily available" within a week for any worksite as long as the equipment is in use.

Type of Records	Ref.	Record Requirements
Radiation survey	7.25	The employer must maintain records of radiation surveys for at least 10 years and of exposure monitoring and personal dosimetry data for the period of employment plus 10 years.
Heat & Cold stress assessments (when required)	7.62	The employer must, when required by the board, maintain records of the heat stress assessment as long as the equipment is in use, or the process is being followed and (b) worker education and training.
	7.75	The employer must, when required by the board, maintain records of (a) the cold stress assessment required as long as the equipment is in use or the process is being followed, and (b) worker education and training.
Heat and Cold stress assessments (when required)	7.62	The employer must, when required by the board, maintain records of the heat stress assessment as long as the equipment is in use, or the process is being followed and (b) worker education and training.
	7.75	The employer must, when required by the board, maintain records of (a) the cold stress assessment required as long as the equipment is in use or the process is being followed, and (b) worker education and training.
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	7.75	The employer must, when required by the board, maintain records of (a) the cold stress assessment required as long as the equipment is in use or the process is being followed, and (b) worker education and training.
PPE – fit test result, worker instruction, maintenance for air supplying respirator	8.44	The employer must maintain a record of (a) fit test results and worker instruction, and (b) maintenance for air supplying respirators, powered air purifying respirators, and for sorbent cartridges and canisters.
Confined space isolation points	9.19(1)	The employer must keep a record that identifies the location of every isolation point as long as the confined spaces are in operation.

Type of Records	Ref.	Record Requirements
Competency of equipment operators	16.4	Employer must retain records of instruction and endorsements/licenses of all operators
Aircraft operations	29.3	Training must be documented by employer.

Records are being maintained at the local worksite for the following:

Numbers listed below refer to the applicable part from the WCB Occupational Health and Safety Regulation and/or the Workers Compensation Act.

Type of Records	Ref.	Length of Time
Risk assessments required by WCB OHS Regulation	Various	No WCB guidelines at this time
Workplace Inspection reports	<i>WC Act</i>	One year
Incident Investigation reports	<i>WC Act</i>	Six months
JOHS Committee minutes	<i>WC Act</i>	Two years
Management meetings	<i>WC Act</i>	No WCB guidelines at this time
Investigation of overexposure to hazardous substances	5.59(3)	Records of the investigation required under subsection (2) must be made available to workers, and maintained by the employer for a minimum of 10 years.
Asbestos materials on site	6.32(1)	The employer must maintain for at least 10 years, records of asbestos-containing materials inventories and risk assessments, inspections and air monitoring.
Asbestos - fiber release, training written work procedure	6.32	The employer must maintain for at least 3 years, records of corrective actions to control fiber release, training, and instruction of workers, written work procedures, and written notification of the WCB.
Workers exposure to biohazardous material	6.41	A record must be kept of all workers who are exposed to biohazardous or potentially biohazardous material while on the job for the length of employment plus 10 years. Records of worker education and training sessions on biohazardous materials must be kept for 3 years.
Lead - worker exposure/training	6.68	The employer must maintain records of risk assessments, worker exposures, worker training, and health monitoring for as long as practicable.

Type of Records	Ref.	Length of Time
Pesticide application - health monitoring for workers exposed to pesticides	6.79	Records must be maintained in a manner acceptable to the board as long as practicable.
Pesticide application	6.94	6.94 The employer must maintain a record of applications
Use of Antisapstain materials	6.108	The employer must keep records and MSDSs on all previously used antisapstain materials if a change of chemical has occurred and the equipment or work areas have not been adequately decontaminated, and this information must be readily available to workers for 3 years.
Noise exposure measurement results	7.8(2)	Noise exposure measurement results must be recorded and be "readily available" within a week for any worksite as long as the equipment is in use.
Hearing tests	7.21	The employer must maintain a record of the hearing tests for each worker that must be kept as long as the employer employs the worker.
Radiation survey	7.43(1)	The employer must maintain records of radiation surveys for at least 10 years and of exposure monitoring and personal dosimetry data for the period of employment plus 10 years.
Automotive lifts/hoists maintenance and inspection	12.78	An automotive lift or hoist must be inspected and tested monthly, unless the manufacturer requires more frequent inspection and testing.
Elevating work platform operator and maintenance manuals, inspection maintenance, repair and modification	13.106	Records of inspection, maintenance, repair, or modification meeting the requirements of Part 4 (General Conditions) must be kept for each elevating work platform.
Suspended powered platforms, inspection/maintenance	13.163	Records of inspection and maintenance must be made by the operator and any other person inspecting and maintaining a permanent powered platform as required by Part 4 (General Conditions).
Cranes and hoists manufacturer manual, inspection/maintenance/	14.14	Records of inspection and maintenance meeting the requirements of Part 4 (General Conditions) must be

Type of Records	Ref.	Length of Time
modifications		kept by the equipment operator and other persons inspecting and maintaining the equipment.
Tower crane manufacturers manual, operation, inspection & repair	14.79	The manufacturer's manual and current records pertaining to operation, inspection and repair of a tower crane must be kept at the workplace while the crane is erected.
All terrain vehicles training	16.53(1)	The employer must ensure that each A.T.V. operator is properly trained in the safe operation of the vehicle.
Concrete pumping boom and mast inspection/maintenance	20.47	Concrete boom and mast must be inspected annually.
Aircraft operations	29.3	Training must be documented by employer.
Firefighting equipment test, inspection and records	31.9	The employer must keep the test and inspection records required by this part available at the workplace for inspection by an officer or the joint committee or worker health and safety representative, as applicable.
Evacuation and rescue, maintenance of equipment	32.6(3)	Maintenance records must be available upon request to any worker concerned with the safe operation of the equipment or to an officer.