

# Record Retention Guide



Employers'  
Advisers Office

The [Employers' Advisers Office](#) provides advice, assistance, representation, and educational services on all aspects of the workers' compensation system.

## Records Retention Guide

### Record Retention Times to Achieve Compliance and for Due Diligence

The following table outlines records required to be retained by the *Workers Compensation Act* (WCA) and the Occupational Health & Safety Regulation (OHSR). Where there is a discrepancy between the information listed in this table and the information in the WCA and the OHSR, the official versions of the WCA and the OHSR take priority. **The listed retention periods refer to minimum recommended retention times.** Retention recommendations are based on the referenced section of the WCA or OHSR. Longer retention of many of these records may be prudent to demonstrate due diligence and for historic research into company trends.

Records should be maintained in such a manner that they are readily available and easily referenced by WorkSafeBC Officers, joint committee members, workers, or union personnel.

Records are arranged based on the sections of the WCA and OHSR.

Record	Retention	Reference	Comments
Joint Committee reports	2 years	<a href="#">WCA s.43</a>	Including copies of inspections, investigations and other documents reviewed.
Inspection reports, orders and notice of compliance	Indefinitely	<a href="#">WCA s.71</a> , <a href="#">WCA s.72</a> , Prevention Manual - <a href="#">P2-95-1</a> & <a href="#">P2-95-3</a>	Full report to be submitted to the Board and the Safety Committee/Representative or posted. Penalties can be influenced by orders issued in the prior 3 years.
First aid records	3 years	<a href="#">OHSR 3.19</a>	
Worker orientation and training records	Duration of employment + 1 year	<a href="#">OHSR 3.25</a>	Workers have the right to file a compensation claim or prohibited action complaint up to one year after the incident
Occupational health and safety program, including instruction and information to be provided to workers, joint committee, or union.	Indefinitely	<a href="#">OHSR 3.3</a>	
Joint Committee / Health and Safety Representative training records	Length of service + 2 years	<a href="#">OHSR 3.27</a>	Records must be kept for 2 years past the date the person ceases to be a member of the Joint Committee or a Worker Health and Safety Representative, as applicable

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Record	Retention	Reference	Comments
Machine inspection and maintenance records	Life of the machine	<a href="#">OHSR 4.9</a>	Refers to specific machinery noted in other parts of the Regulation that require inspection and maintenance records.
Safety Data Sheets	Duration of product	<a href="#">OHSR 5.14</a> & <a href="#">5.15</a>	Supplier SDS must be updated every 3 years.
Investigation of symptoms from exposure to workplace substances	10 years	<a href="#">OHSR 5.59</a>	May be recorded in first aid records.
Emergency Planning - Training and Drills	5 years	<a href="#">OHSR 5.104</a>	Records must be kept in regards to the training and drills conducted in accordance with <a href="#">Guideline G5.104</a> .
Asbestos inventory	Until removal complete	<a href="#">OHSR 6.4(7)(a)</a>	Pertains to current (most up to date) version.
Asbestos - changes to inventory	Indefinite	<a href="#">OHSR 6.4(7)(b)</a>	Regulation does not specify when the record of changes can be discarded.
Asbestos-related records.	10 years	<a href="#">OHSR 6.32</a>	Includes risk assessments; inspections; air monitoring results; instruction and training of workers; and incident investigation reports.
Exposure to hazardous drugs	Employment + 10 years	<a href="#">OHSR 6.58</a>	Must record number of exposures, preparations, or administrations per week.
Hazardous drug handling training records	3 years from training date	<a href="#">OHSR 6.58</a>	
Lead health monitoring records	As acceptable to the Board	<a href="#">OHSR 6.68</a>	Retain as long as practicable and maintain in a way that is easily linked to job and exposure records, while still observing the rules of confidentiality, in accordance with <a href="#">Guideline 5.54-5</a>
Pesticide health monitoring records	As acceptable to the Board	<a href="#">OHSR 6.79</a>	See comments on lead health monitoring records, above.
Antisapstain products	End of use and decontamination	<a href="#">OHSR 6.108</a>	Records must be kept if change in chemical has occurred and equipment or work areas have not been adequately decontaminated.
Hearing test records	Duration of employment	<a href="#">OHSR 7.9</a>	
Radiation surveys	10 years	<a href="#">OHSR 7.25</a>	
Radiation exposure monitoring and personal dosimetry data	Employment + 10 years	<a href="#">OHSR 7.25</a>	Records must also be made available to worker.
Respirator-related records	Undefined	<a href="#">OHSR 8.44</a>	Legislation does not specify retention duration, most recent results should be kept to show continuity of program.
Confined space entry permits	1 year after completion	<a href="#">OHSR 9.16</a>	
Confined space isolation points	Undefined	<a href="#">OHSR 9.19</a>	There must be a record of the location of every current isolation point.
Blanks and Blinds certification	Life of the equipment	<a href="#">OHSR 9.20</a>	Maintain a record of the certification, location and conditions of service for every engineer-certified blank or blind.

Record	Retention	Reference	Comments
Confined space test record	Currency	<a href="#">OHSR 9.26</a>	Confined space test record must be posted at all entry points to the space.
Confined space rescue: training and drill records	Undefined	<a href="#">OHSR 9.38</a>	Legislation does not specify retention duration, most recent results should be kept to show continuity of program.
Automotive lift inspection and maintenance records	Life of the equipment	<a href="#">OHSR 12.77</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Roll-on/roll-off container inspection reports	Life of the equipment	<a href="#">OHSR 12.182</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Movable work platform inspection and maintenance records	Life of the equipment	<a href="#">OHSR 13.22</a>	Records readily available and retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Crane and hoist inspection and maintenance records, including: <ul style="list-style-type: none"> <li>• Modifications</li> <li>• Defects</li> <li>• Calibrations</li> <li>• Bridge/Gantry/Travelling Crane Load tests</li> <li>• Structural inspections</li> <li>• Hoisting rope details</li> </ul>	Life of the equipment	<a href="#">OHSR 14.14</a> <a href="#">OHSR 14.15</a> <a href="#">OHSR 14.35</a> <a href="#">OHSR 14.37</a>  <a href="#">OHSR 14.54</a> <a href="#">OHSR 14.79</a> <a href="#">OHSR 14.91</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Wire rope swagged fold back eye proof test record	Life of the equipment	<a href="#">OHSR 15.24</a>	
Chain sling inspection	Undefined	<a href="#">OHSR 15.50</a>	Legislation does not specify retention duration, annual inspection required.
Mobile equipment defect report	2 years	<a href="#">OHSR 16.3</a>	2 year retention applies only to stand-alone records. Defects can also be included in record of maintenance.
Mobile equipment maintenance and service records	*Varies, review reference	<a href="#">OHSR 16.17</a>	Reasonably available for operators and maintenance personnel.
Lift truck records	Life of the equipment	<a href="#">OHSR 16.43</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Traffic control work zone orientation and training	Undefined	<a href="#">OHSR 18.4</a>	Legislation does not specify retention duration, results should be kept to show currency of training.
Concrete pumping equipment inspection and maintenance records including: <ul style="list-style-type: none"> <li>• Pre-inspection tests</li> <li>• Defects</li> </ul>	Life of the equipment	<a href="#">OHSR 20.29</a> <a href="#">OHSR 20.30</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Blasters' logs	Completion + 5 years	<a href="#">OHSR 21.4</a>	Blaster to retain personal log of all work performed as of current date minus 5 years.
Blaster certificate details	Duration of operation	<a href="#">OHSR 21.11</a>	Blaster to retain their certificate at the worksite.
Misfired/unfired seismic charge location	Permanently	<a href="#">OHSR 21.84</a>	Location itself must also be marked.

Record	Retention	Reference	Comments
"Underground Record" including: <ul style="list-style-type: none"> <li>Duct air testing/corrective actions</li> <li>Atmospheric testing</li> <li>Rescue drills</li> <li>Probe results</li> <li>Inspections of intersection</li> </ul>	Project completion + 5 years	<a href="#">OHSR 22.7</a> <a href="#">OHSR 22.25</a> <a href="#">OHSR 22.30</a> <a href="#">OHSR 22.51</a> <a href="#">OHSR 22.66</a> <a href="#">OHSR 22.67</a>	Applicable to underground operations not including mines. Underground Record is kept at the jobsite for duration of project.
Underground mobile equipment inspection and maintenance records	Life of the equipment	<a href="#">OHSR 22.84</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Underground raise climber inspection and test records	Life of the equipment	<a href="#">OHSR 22.125</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a> and maintained at site of equipment
Drilling and service rig inspections and repairs	Life of the equipment	<a href="#">OHSR 23.32</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a> and maintained at site of equipment
Flow piping systems integrity assurance program records	Undefined	<a href="#">OHSR 23.69</a>	Legislation does not specify retention duration, sufficient records should be kept to show continuity of program.
Diving logs	2 years after last entry	<a href="#">OHSR 24.14</a>	Diving operation log contains data for all dives. Operation log retained by employer. Personal logs also retained by each diver. All current logs must be at dive site.
Breathing apparatus service records	Life of the equipment	<a href="#">OHSR 24.27</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Submersible communications	4 hours	<a href="#">OHSR 24.53</a>	
Atmospheric diving systems communications	4 hours	<a href="#">OHSR 24.59</a>	
Vessel log book, including: <ul style="list-style-type: none"> <li>injuries</li> </ul>	Undefined	<a href="#">OHSR 24.77</a> & guideline <a href="#">G24.77</a>	Note that the vessel log can be considered to be a first aid record if it records all information as required by <a href="#">OHSR 3.19</a>
Flotation device/inflatable lifejacket inspection and maintenance records	Life of the equipment	<a href="#">OHSR 24.96.3</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Forestry operations training records	Duration of employment	<a href="#">OHSR 26.3</a>	See comments for OHSR 3.25, above.
Forestry fire fighting training records	Duration of employment	<a href="#">OHSR 26.3.1</a>	See comments for OHSR 3.25, above.
Forestry safety meetings and orientations	Duration of employment /project	<a href="#">OHSR 26.5</a>	See comments for OHSR 3.25, above.
Faller training records	Duration of employment	<a href="#">OHSR 26.22</a>	See comments for OHSR 3.25, above.
Falling inspection records	Duration of operation	<a href="#">OHSR 26.22.1</a>	
Log hauling – Cab guard inspection records	Life of the equipment	<a href="#">OHSR 26.65</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Log hauling – bunk and stake inspection records	Life of the equipment	<a href="#">OHSR 26.66</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>

Record	Retention	Reference	Comments
Wood product manufacture – Personnel hoist inspection and maintenance records	Life of the equipment	<a href="#">OHSR 27.10</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Fume hood assessments	Life of the equipment	<a href="#">OHSR 30.9</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Biological safety cabinet certification	Life of the equipment	<a href="#">OHSR 30.12</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Peroxide-forming tests	Life of the compound	<a href="#">OHSR 30.23</a>	
Firefighting test and inspection records		<a href="#">OHSR 31.9</a>	Records required by part 31 must be available at the applicable workplace.
Respirator maintenance records	Life of the equipment	<a href="#">OHSR 31.26</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Rescue training records	Duration of employment	<a href="#">OHSR 32.2</a>	See comments for OHSR 3.25, above.
Rescue equipment maintenance records	Duration of equipment	<a href="#">OHSR 32.6</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Rope access training and certification	Duration of employment	<a href="#">OHSR 34.4</a>	See comments for OHSR 3.25, above
Permanent anchor inspections	Duration of equipment	<a href="#">OHSR 34.12</a>	Records retained for life of equipment in accordance with <a href="#">OHSR 4.9</a>
Payroll records / Source documents	6 years	Assessments Practice Directive <a href="#">PD 8-347-1(A)</a>	For assessments audits.

**Employers' Advisers** have expertise in all areas of workers' compensation. If you have questions about claims, assessments or anything related to workplace occupational health and safety, contact us to speak to one of our duty advisers. We are independent from WorkSafeBC, offering confidential, no-cost services.