

Retention of records

Record keeping is necessary. At minimum, records should be maintained for at least five years.

Workplace Safety & Health Committee Minutes	Regulation 217/06 Part 3.7(1)	To be kept at the workplace for 10 years following the date of the meeting.
Material Safety Data Sheets (MSDS)	Regulation 217/06 Part 35.24	To be kept for at least 30 years after the MSDS was received from the supplier or produced at the workplace.
Illness or Injury Records	Regulation 217/06 Part 5.7	To be retained in the workplace for 5 years from the date the record was made.
Inventory and the Annual Inspection of Asbestos containing material	Regulation 217/05 Part 37.3	To be kept for 30 years from the date the records are made and made available for reference by a worker at the workplace
Log books for Cranes	Regulations 217/06 Part 23.8	To be kept for the life of the crane
Records under this legislation	Regulation 217/06 Part 2.10	If it is not addressed elsewhere in the Regulation, all records are to be retained for 5 years
Hearing Conservation and Noise Control	M.R. 107/2011 Part 12.5	The physician or audiologist who prepares the report under subsection (5) must retain the last record and the report for a period of at least 10 years from the date the report is prepared.

Bulletin board

Employers must provide a bulletin board in a prominent place in the workplace that is exclusively for the use of committee members or worker safety and health representatives. The bulletin board must contain the following information:

- the name of each committee member or the worker representative and the date that their term expires
- scheduled dates of committee meetings or meetings with worker representative
- the agenda for each meeting copies of minutes of each safety and health committee meeting, signed by the co-chairs or their designates who have attended the meeting on their behalf
- any reports or other documentation required to be posted by the WSH Branch
- list the names of the first aiders
- the employer is responsible for maintaining the bulletin board