HS12 – Emergency/Safety Plans and Programs

These records are comprised of plans, programs, and procedures to promote the well-being and safety of the University community in the face of specific threats or hazards.

Content & Scope

Emergency and safety plans and programs include the health and safety program, emergency plans, pandemic plans, fire safety plans, first-aid emergency procedures, laboratory safety programs, radiation safety program and procedures, confined spaces program, and the asbestos program. Some emergency and safety plans and programs are required by law.

Responsible Unit

Safety Office; Police Services; laboratories and units with unit specific plans or programs

Information Steward

University Secretary

Privacy Classification

- Public: plans and procedures intended for public release.
- Confidential: all other records.

Retention

Minimum until superseded by a new/revised plan or program or obsolete

Disposition

Secure Destruction

Authority

Occupational Health and Safety Act, s. 25(2)(j); UW Policy 34: Health, Safety, and Environment; O. Reg. 213/07 : Fire Code s. 2.8.2; Health Canada. Laboratory Safety Guidelines (3rd ed.), s. 3.1.1; O. Reg. 490/09: Designated Substances, s. 20; SOR/2000-203: Radiation Protection Regulations, s. 4; O. Reg. 632/05: Confined Spaces

Retention Rationale

The retention period is based on operational use.

Approval Date(s)

December 19, 2011