HS40 – Activities/Events Risk Management

These records relate to promoting safety and mitigating risks in activities and events under University auspices undertaken by members of the University on its campuses and in any location external to the University.

This records class is a Personal Information Bank.

Content & Scope
The University requires that members of the University conducting or participating in activities and events considered to be "higher risk" complete risk management forms to document that possible risks have been identified, that mitigating measures will be undertaken, and that participants have been informed of possible risks and of precautions to be taken.

The records include risk management forms, acknowledgement of risk and responsibility forms, emergency information forms, and supporting documents.

Responsible Unit
Safety Office; Waterloo International; units responsible for "higher risk" activities

Information Steward
University Secretary

Privacy Classification
Restricted

Retention
3 years after the end of the activity

Disposition
Transfer records where environmental risks have been identified to the Safety Office for permanent retention. Securely destroy all other records.

Authority
UW Policy 34: Health, Safety, and Environment; UW Health, Safety, and Environment Program; UW Safety Office Field Work Risk Management Program

Retention Rationale
The retention period is based on the provisions of the Limitations Act, 2002, which specifies a basic limitation of two years for claims against injury, loss, or damage (s. 2), except that there is no limitation period in respect of an environmental claim that has not been discovered (s. 17).
Approval Date(s)
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