HS42 – Confined Space Entries

These records relate to work performed in confined spaces.

Content & Scope
Under the Ontario Confined Spaces regulation, an entry permit is required each time work is to be performed in a confined space as defined in the regulation.

This records class excludes the University's confined space program.

The records include permits, hazard assessments, plans, coordination documents as applicable, records of entries and exits under the permit, and air testing results.

Related Records
For the University's confined space program, see HS12: Emergency/Safety Plans and Programs.

Responsible Unit
Plant Operations; units with persons working in confined spaces

Privacy Classification
Confidential

Retention
1 year plus such longer time as necessary so that the 2 most recent records for each confined space are retained.

Disposition
Secure Destruction

Authority
O. Reg. 632/05: Confined Spaces

Retention Rationale
O. Reg. 632/05; Confined Spaces, s. 21 (1) requires that records be kept for one year and the period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained.

Approval Date(s)
December 19, 2011