HS47 – Health and Safety Assessments

These records relate to health and safety assessments of individual work and study areas.

*This records class is a Personal Information Bank.*

Content & Scope
The University's ergonomics and safety assessment program is a resource provided to members of the University community upon request through the Safety Office.

The records include notes, reports, and recommendations.

Responsible Unit
Safety Office

Information Steward
University Secretary

Privacy Classification
Restricted

Retention
Retain the latest 2 assessments of any specific work/study area for 25 years after the latest assessment.

Disposition
Secure Destruction

Authority
Occupational Health and Safety Act

Retention Rationale
The retention period is based on operational use.

Approval Date(s)
December 19, 2011