HS48 – Health and Safety Committees

These records relate to University committees concerned with health and safety in the workplace.

Content & Scope
The University has the following committees related to health and safety: Joint Health and Safety Committees and the Lab Safety Committee, which incorporates the former Biosafety and Radiation Committees.

The records include agendas, minutes, committee reports, and copies of supporting documentation.

Media
The official records are paper.

Related Records
The supporting documents for these committees are largely comprised of copies of records classified in other records classes. For the retention periods of supporting documents, see the relevant records class (e.g., HS60: Workplace Inspections, HS52: Incident/Injury Reports).

Responsible Unit
Safety Office

Information Steward
University Secretary

Privacy Classification
- Public: minutes of the open sessions of committee meetings; communications and reports intended for public release.
- Confidential: all other records.

Retention
Agendas, minutes, and committee reports: 20 years
Copies of supporting documents: 2 years

Disposition
Archives Selection

Archival Records
Transfer agendas, minutes, and committee reports to the Archives. Securely destroy all other records.
Authority
Occupational Health and Safety Act, s. 9; Health Canada Laboratory Safety Guidelines (3rd ed.), s. 2.5; Canadian Nuclear Safety Commission. Regulatory Guide G-121: Radiation Safety in Educational, Medical and Research Institutions, s. 3.3.

Retention Rationale
The retention period is based on operational use. Some of these records have long-term value to the University.

Other Units With Copies
Committee members

Retention of Copies
Agendas and minutes may be retained until the end of a member's term on the committee. Securely destroy all other records as soon as no longer required for the committee’s current work.

Disposition of Copies
Secure Destruction

Approval Date(s)
December 19, 2011