HS50 – Health and Safety Training Materials

These records are comprised of health and safety training materials.

Content & Scope
The University provides online and classroom-based mandatory and optional health and safety training to members of the University community. Training includes WHMIS, workplace violence, first-aid, biosafety, lab safety, x-ray and radiation safety, fire safety, laser safety, cryogenic and compressed gas safety, and training on the safe use of various types of equipment.

This records class excludes records of individuals' participation in health and safety training.

The records include course materials including reading materials, test questions, presentations, etc.

Related Records
For records of individuals' participation in health and safety training see HR05: Human Resources Management System; ST70: Student Information System (Quest)(for records of undergraduate WHMIS training); and HS30: Biosafety Permits, HS32: Laser Permits, HS37: Radioisotope Permits, and HS39: X-Ray Permits (for records of training for specific types of lab work)

Responsible Unit
Safety Office

Information Steward
University Secretary

Privacy Classification
- Public: records made available to the public (e.g., those available on the Safety Office website).
- Confidential: all other records.

Retention
Until superseded or obsolete

Disposition
Destruction

Authority
Occupational Health and Safety Act, s. 25 (2)(a) and other acts and regulations which require safety training for specific hazards and equipment

Retention Rationale
The retention period is based on operational use.
Approval Date(s)

December 19, 2011