HS60 – Workplace Inspections

These records relate to health and safety inspections of University workplaces.

Content & Scope
Workplace inspections by Joint Health and Safety Committee members, health and safety representatives, departments and faculties (including health and safety coordinators and supervisors), and external inspections by Ministry of Labour inspectors are carried out as required by the Occupational Health and Safety Act.

The records include inspection reports and recommendations, notices of violation, orders, compliance reports, supporting documents and related correspondence.

Responsible Unit
Safety Office; units

Information Steward
University Secretary

Privacy Classification
Confidential

Retention
2 years

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