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10.1 Policy Statement

The Town of Daysland has created and maintains the documents and records specified by its OHSMS in conformance with the requirements of the CSA Z1000-06 Standard. Documentation is written clearly so it can be easily understood. The OHSMS documentation includes:

- a) The organization's OHS policy and performance measures;
- b) The assignment of OHS duties and responsibilities for the implementation of the OHSMS;
- c) Procedures required by this CSA Z1000-06;
- d) Supporting documents needed by The Town of Daysland to ensure the effective planning, implementation, operation, and control of its OHSMS; and
- e) Other documents or records required by this CSA Z1000-06 including those needed to prove compliance with legal requirements.

Rod Krips, Chief Administrative Officer

Date



10.2 Control of Documents

The Documents and Records Management Procedure requires that all documents:

- a) Are approved prior to issue.
- b) Are periodically reviewed, updated, or withdrawn as necessary.
- c) Are the current revision of the document.
- d) Are relevant versions of the applicable documents and available at points of use;
- e) Remain legible and readily identifiable.
- f) Are from an external origin determined by the organization to be necessary for the planning and operation of the OHSMS are identified.
- g) That are obsolete are removed, preventing the unintended use of obsolete documents and identifying such documents if they are retained for any purpose.

All major changes to documents, such as new documents or major revisions, will be made following the Management of Change Process.

10.3 Control of Records

This procedure ensures records to provide evidence of conformity to OHSMS requirements and of the effective operation of the OHSMS, are properly controlled. Records must remain legible, readily identifiable, and retrievable. The Documents and Records Management Procedure provides the controls needed for the identification, secure storage, protection, retrieval, retention, and disposition of records. All employees and volunteers have the right to access records relevant to their OHS, within the boundaries specified by FOIP or other legal requirements.

Records may include:

- a) Records arising from the implementation of the OHSMS;
- b) Records of incidents involving work-related injuries and illnesses;
- c) Records arising from legal requirements;
- d) Records of employees' training, exposures, and health;
- e) Records monitoring the working environment;
- f) The results of monitoring; and
- g) Records of changes or improvements made to eliminate or control hazards and risks.

The Town of Daysland records will be stored at the Town Office and will be controlled by management. The following records retention policies will apply:

Type of Record	Owner	Retention Time
General business communications	Per Signature	1 year plus current
Equipment Records	Town Foreman / CAO	Life of facility plus 75 years
Environmental Information	CAO	10 years plus current
OHS Information	CAO	3 years plus current
Training Records	CAO	Current until superseded
OHSMS Documents	CAO	Current until superseded



10.4 Employee Access to Exposure and Medical Records

All employees and volunteers will, upon request, be provided with copies of any records pertaining to their own medical record. All employees and volunteers have the right to access records relevant to their OH&S, within the boundaries specified by PIPA, FOIP, or other legal requirements. This includes copies of any or all of the following documents:

- Drug test results.
- First aid records.
- Fit test records.
- Modified work agreements.
- WCB reports, including any physician reports relating to examination and treatment.