



COUNTY OF NORTHERN LIGHTS

POLICY

RECORDS & SAFETY LOSS STATISTICS RETENTION

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

INTRODUCTION

In adherence to the Occupational Health and Safety (OHS) legislation of Alberta, County of Northern Lights is committed to maintaining comprehensive records of safety incidents, loss statistics, and health and safety documentation. This policy outlines the procedures and timelines for the retention and disposal of such records to ensure compliance, facilitate continuous improvement in our safety practices, and support the well-being of our workforce.

Scope

This policy applies to all employees, contractors, and subcontractors engaged with the company and encompasses all forms of safety and health records, including but not limited to, incident reports, training records, audit reports, and safety meeting minutes.

Retention Periods

1. Incident Reports and Investigations:
 - All documentation concerning workplace incidents, including reports, investigations, and corrective actions, shall be retained for a minimum of 10 years from the date of the incident, as mandated by the Alberta OHS legislation.
2. Training Records:
 - Records of employee safety training shall be retained for the duration of the employee's tenure with the company plus 3 years thereafter.
3. Safety Meeting Minutes:
 - Minutes from safety meetings and committee discussions shall be kept for a minimum of 5 years to allow for review and assessment of safety trends and ongoing concerns.
4. Audit Reports:
 - Internal and external safety audit reports shall be preserved for a minimum of 10 years to support long-term safety evaluations and historical reference.
5. Health Monitoring Records:
 - Health surveillance records related to occupational exposures shall be maintained for at least the duration specified by Alberta OHS legislation or for 20 years, whichever is longer.

Disposal of Records

When records reach the end of their retention period, they will be reviewed by the Owner and disposed of in a manner that protects sensitive information, following any specific disposal procedures required by law.

Responsibilities

- Owner: Oversees the implementation of this policy, the periodic review of records, and the secure disposal of records.
- Employees: Must report incidents promptly and accurately, participate in training, and contribute to safety meetings.
- Management: Ensures support for the enforcement of this policy and provides resources for its implementation.



COUNTY OF NORTHERN LIGHTS
POLICY
RECORDS & SAFETY LOSS STATISTICS
RETENTION

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

Review and Update

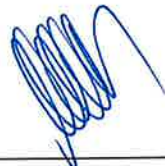
This policy will be reviewed at least every 36 months and updated as necessary to reflect changes in legislation or company operations. All amendments will be communicated to relevant parties.

Compliance

Failure to comply with this policy may result in disciplinary action up to and including termination. Compliance with this policy also ensures adherence to the Alberta OHS legislation, thereby upholding the integrity and safety of the workplace.

By implementing this Records and Safety Loss Statistics Retention Policy, the company demonstrates its commitment to maintaining a safe working environment and ensuring the health and safety of all employees in compliance with Alberta's OHS requirements.



Chief Elected Official

Chief Administrative Officer