

WHS record keeping - general

(Local areas responsible for keeping these records)

Records	Examples	Retention period
Records relating to risk assessment and management of hazards (<i>except particular requirements listed below for specific issues</i>)	• Hazard identification and risk assessments	7 years
	• Records of control measures	7 years
	• Regular hazard surveys	7 years
	• Workplace inspections	10 years
	• Event Safety checklists	7 years
	• Working from home checklists	7 years
WHS Committees and Consultation	College/Portfolio Health and Safety Committee agendas, minutes, reports	100 years
	Records of WHS consultation/communication with workers and other PCBU ¹ /shared duty holders	7 years
Contractor Safety Management	Contractor local area WHS Induction Records including information about hazards/risks	30 years
Electrical equipment and electrical installations	Electrical testing records for individual items (<i>including testing of RCDs</i>)	10 years
Emergency management	Records relating to appointment of first aid officers, wardens	7 years
Field trip health and safety	Field trip health and safety checklist and subsequent risk assessment	7 years
	Field trip health and safety acknowledgement	7 years
First aid	Record of minor first aid treatment given	10 years
Hazardous chemicals <ul style="list-style-type: none"> • carcinogens; • controlled substances (poisons) under Reg 25²; • substances classified as <i>Extreme Risk</i> in ChemWatch 	Hazardous chemicals (<i>including dangerous substances</i>) register	Permanent
	Register of Schedule 8 permits	Permanent
	Hazardous chemicals training records	30 years
	Hazardous chemicals risk assessments	100 years
	Hazardous chemicals safe work method statements/safe work procedures (SWMSs/SWPs)	100 years
	Waste transport certificate (WTC or equivalent)	100 years
	Safety Data Sheets (SDSs) – Kept in Chemwatch	100 years

¹ Persons Conducting a Business or Undertaking

² SA Controlled Substances [Poisons] Regulations 2011

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Records	Examples	Retention period
Ionising Radiation	Risk assessments, control measures, safe work method statements/safe work procedures (SWMS/SWPs), monitoring of work environments, health monitoring	100 years
	Contingency plans	Permanent
Plant/equipment	Record of plant (<i>including lasers</i>) that requires registration, including records of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations	10 years after disposal
	Record of plant decommissioning and dismantling	10 years after disposal
	Plant Register	10 years from last entry
	Plant safety integrity test records (<i>for plant with presence-sensing safeguarding system</i>)	10 years after disposal
	Inspection and testing records of biosafety cabinets and other containment equipment	10 years
Risk assessments/ Safe Work Method Statements/ Safe Work Procedures	Risk assessments/safe work method statements/safe work procedures (RAs/SWMS/SWPs) for hazardous chemicals as defined above, radiation	100 years
	Other RAs/SWMS/SWPs	7 years
Training	Staff training and induction records (except as below)	30 years
	Hazardous chemicals training records	30 years
Planning	College/Portfolio planned actions	10 years
Contractor safety	Contractor WHS Induction Records (for contractors engaged by local areas)	5 years after action completed
Volunteer Engagement (safety)	Volunteer Engagement forms	7 years

Specialised WHS records

(Area, as shown, responsible for record keeping)

Records	Examples	Area Responsible	Retention period
Asbestos	Asbestos Register	Property, Facilities and Development	Permanent
	Asbestos Management Plan		100 years
	Health monitoring reports for a worker carrying out asbestos work		45 years
	Asbestos training records		30 years
	Records relating to fit-out/maintenance/repair of properties/equipment/plant on asbestos register		100 years
	Plant Register in buildings containing asbestos or other hazardous substances		100 years
	Records relating to management of contracts relating to asbestos or other hazardous materials removal and/or remediation)		100 years
Audits	Official audit reports on compliance of University programmes with WHS legislation, standards (<i>including ReturntoWorkSA evaluations</i>)	WHS Unit	Permanent
	Supplementary records relating to WHS audits (<i>e.g. arrangements for inspection of workplaces and records</i>)	WHS Unit	7 years
Confined spaces	Training records in relation to confined spaces	Property, Facilities and Development	30 years
	Confined space risk assessment		100 years
	Confined space entry permit		7 Years
Other high-risk work (<i>e.g. working at heights, hot work, forklift operation, pressure equipment operation</i>)	Training records in relation to other high-risk work	Property, Facilities and Development	30 years
	Other high risk work risk assessment		7 years
	Other high risk work permit		7 Years
University Health and Safety Committee	University Health & Safety Committee minutes, agendas, reports	WHS Unit	Permanent
Health & Safety Representatives	Nomination, election and resignation of Health and Safety Representatives	WHS Unit	7 years
	Representation on WHS Committees		7 years

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Records	Examples	Area Responsible	Retention period
First aid	First aid training records (<i>summary spreadsheets</i>)	WHS Unit	45 years
Contractor safety	Contractor WHS Induction Records	Property, Facilities and Development (<i>for contractors engaged by PFD</i>)	30 years
	Contractor WHS evaluation checklists	Property, Facilities and Development	10 years
	Contractor site observation checklists		7 Years
	Work Permits (<i>e.g. Hot Work, Confined Spaces, Working at Heights, Isolation of Services</i>)		7 Years
High Risk Construction Work	Safe Work Method Statements for High-Risk Construction Work	Property, Facilities and Development	7 Years
<i>Where the University is the principal contractor</i>	Written evidence that worker has relevant high risk work licence		10 years
	Records of information provided to contractor(s) about WHS hazards/risks		30 years
	WHS Management Plan for construction project		10 years
	Records of WHS consultation/communication with contractor		7 years
Electrical work	Risk assessment and Safe Work Method Statement for electrical work on energised electrical equipment	Property, Facilities and Development	8 years
Emergency management	Emergency Plan (<i>including emergency procedures</i>)	Property, Facilities and Development	Permanent
	Records relating to repairs, renovations or maintenance of properties made necessary by major disasters (<i>flood, earthquake, fire, terrorism attack</i>).		Permanent
	Reports on fire safety equipment, safety certification		7 years
	Records relating to nomination, appointment and resignation of emergency wardens		7 years
Diving	Diver registration	WHS Unit	30 years
	Diver induction		30 years
	Dive Coordinator induction		30 years
	Certificate of medical fitness		100 years

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Records	Examples	Area Responsible	Retention period
	Evidence of competence <ul style="list-style-type: none"> Diving certification Log book 		30 years
	Risk assessment relating to diving work		7 years
	Dive plan		7 years
	Dive Safety Log		30 years
	On-site dive risk assessment(s)		7 years
	Dive briefing checklist		10 years
	Pre-dive equipment checklist		10 years
Boating	Boating Safety Plan	WHS Unit (pre-April 2016 – local areas)	7 years
	Coxswain Register		30 years
	Coxswain Safety Inductions		30 years
Incidents/accidents	Online incident/accident reports, incident investigation (<i>FlinSafe</i>)	FlinSafe	45 years
	Master summary records of accidents, incidents.	FlinSafe	Permanent
	Reports of notifiable incidents to SafeWorkSA and/or other regulator (e.g. <i>Office of the Technical Regulator, Environmental Protection Authority</i>)	WHS Unit	Permanent
Injury Management	Injury report	FlinSafe	45 years
	Workers Compensation claim files	WHS Unit	20 years after the claim is finalised
	Recovery and return to work case files		20 years after the claim is finalised
	Register of compensation claims		Permanent
	Workers compensation insurance policies		30 years
Health and Wellbeing	Records relating to development and implementation of Employee assistance programs	WHS Unit	30 years
	Health surveillance records	WHS Unit	45 years
	Routine health screening programs (hearing testing, vaccinations)	WHS Unit	100 years
Ergonomics	Workstation assessments	WHS Unit	8 years

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Records	Examples	Area Responsible	Retention period
Planning	WHS Operational Plan	WHS Unit	5 years after action complete
Hazardous chemicals <ul style="list-style-type: none"> carcinogens; controlled substances (poisons) under Reg 25³; substances classified as <i>Extreme Risk</i> in ChemWatch) 	Prohibited and restricted carcinogens permit Scheduled drugs and poisons (<i>controlled substances</i>) permits (<i>except Schedule 8 kept by local area</i>) Record of each worker likely to be exposed to the prohibited or restricted carcinogen Health monitoring records	WHS Unit	100 years
Ionising Radiation	Radiation worker registration Register of licenced premises, sources and apparatus Register of unsealed and sealed radioactive substances Ionising Radiation Management Plan Purchases and disposals of unsealed radioactive materials Movements and locations of sealed sources Disposal of radioactive waste Register of radiation incidents Personal radiation exposure records for each worker Radiation worker medical examination report	WHS Unit	100 years 100 years 100 years 100 years 100 years 100 years 100 years 100 years 100 years
Plant	Inspection and testing records of fume hoods	Property, Facilities and Development	10 years

³ SA Controlled Substances [Poisons] Regulations 2011