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 **Introduction**

***[Organization Name]*** has a strong SMS consisting of documents and records that have been reviewed, approved, and updated. Documents may be maintained at either the organization level or the department/unit level.

**Creating and Maintaining SMS Documents and Records**

Documentation is essential to meet OHS legal requirements. In addition, this supports the creation, implementation, evaluation and continuous improvement of ***[Organization Name]***’s SMS. The SMS shall be reviewed on an annual basis in conjunction with the JOHS Committee.

**Control of the SMS and Related Documents**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible to oversee the development of all documents created for the ***[Organization Name]*** SMS.

Documents will be provided to management and the Joint Occupational Health and Safety Committee for review and comment, and revised as required following the review.

**OHS Policy Records**

An Occupational Health and Safety Policy has been established and will be reviewed annually with input from the JOHS Committee.

**SMS Records**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will maintain SMS records. Each department/work area is responsible to ensure that they forward the necessary documents, as required, to\_\_\_\_\_\_\_\_. Records may be kept in various departments.

Records will include, but are not limited to:

* The SMS Manual and all related forms;
* Yearly departmental & JOHSC SMS objectives, targets and activities;
* Joint Occupational Health and Safety Committee meeting agendas, meeting minutes, written communications,
* Workplace hazard identification, assessment and control activities and inventories;
* Safe Work Practices development and maintenance;
* Fire Safety and Emergency Evacuation Plans;
* First Aid Attendant and Fire/Floor Warden records;
* Workplace Violence Prevention Plans;
* Reports of environmental testing and monitoring;
* Reports of employee concerns or complaints and management responses and the resolution of each;
* Reports of workplace incidents and investigations and any corrective actions;
* Records of Department of Labour, Skills and Immigration Occupational Health and Safety Division visits/inspections/orders/investigations/compliance notices;
* Records of inspections/orders from Regional Fire and Emergency Service or the Provincial Fire Marshall’s office; or
* Reports of SMS monitoring activities and statistical reports respecting OHS performance.

Some SMS records are maintained separately, due to their confidential nature.

* Workers’ Compensation files;
* Statistical summaries of injuries, illnesses and incidents;
* Employee Discipline Records; and
* Records of employee OHS orientation and training.

**Records Retention**

SMS records will be accessed, maintained and retained for 5 years.

First Aid Record books must be kept for 5 years as per the First Aid Regulations.