



ER2750: Enterprise Risk and Security – Health and Safety		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ER2750
Primary Title: Health and Safety		Office of Primary Responsibility (OPR): UBCV: Safety and Risk Services; Health and Safety; all units with a Local Safety Team (LTI) UBCO: Health, Safety and Environment
<p>Records within the Health and Safety primary include those evaluating and supporting workplace safety and environmental comfort efforts such as the Scent Program and Dogs in the Workplace. Also included are records supporting safety management while conducting research including planning and university-wide partnerships for the assurance of conducting laboratory work safely and in compliance with applicable regulations. Safety committee records such as Joint Occupational Health and Safety Committees and the Local Safety Teams are also included.</p> <ul style="list-style-type: none"> For environmental management see ER2700: Enterprise Risk and Security – Environmental Management 		
Vital: No		PIB: No
Authority: BoG Policy SC1: Occupational and Research Health and Safety Workers Compensation Act BC [RSBC 2019] Chapter 1		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D
15	Occupational Hygiene Scent programs, dogs in the workplace, etc.	CY+5Y, D
20	Safety Committees	JOHSC = CY+5Y, FR FR=UA will fully retain JOHSC records



	Includes Local Safety teams (LSTs), Joint Occupational Health and Safety Committee (JOHSC).	LSTs=CY+5Y, D
25	Research Safety Management Includes lab, diving and biosafety; for Issues associated with Research safety Management see Issues below.	CY+7Y, D
45	Issues	CY+5Y, D
46	Incident Reporting (CAIRS)	CY+7Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		