

**SAFETY MANAGEMENT**

# Record Keeping

The [Workplace Health and Safety Regulations](#) place a duty of care obligation on employers and workers to maintain safe work places and to ensure that no person is put at risk. They also require the employer to put in place appropriate systems to actively manage health and safety at the workplace. An essential part of this system is the requirement to keep records of the processes and steps taken and of control measures used.

## Records to be kept

The following list summarises all the necessary records that must be kept.

### Assessment of risk - Regulation 38

All employers must identify, assess and control any risk to the health and safety of any worker or any other person at their workplace. Records of the assessment must be kept.

Records of assessment must be kept for five years from the last review, unless they involve a requirement for health surveillance, in which case they must be kept for 30 years.

### Monitoring - Regulation 41

When an assessment is carried out that indicates monitoring is required to check that a workers exposure to a hazard is under control, a record must be kept. Examples would include monitoring for airborne contaminants (such as dust or fumes), noise, lighting, effective operation of ventilation systems, etc.

An employer shall keep a record of the results of all monitoring undertaken under this regulation:

- a) for a period of 30 years, from the date of the last monitoring, for monitoring that relates to the exposure of a worker to a hazardous substance; or
- b) for a period of 5 years from the date of the last monitoring, for all other monitoring, unless otherwise specified in these Regulations.

### Health surveillance - Regulation 42

When any health surveillance is carried out (such as blood or urine tests for chemicals, audiometry, etc), the employer must keep a record of the results, and may use them to revise an assessment of a particular process or work practice. Health records are confidential and should not be released without permission of the person to whom the record relates.

An employer shall keep a record of all health surveillance results obtained under this regulation –

- a) for a period of 30 years, where the health surveillance was in relation to exposure to a hazardous substance; or
- b) for the period that the worker remains employed by the employer, for any other health surveillance.

### Information, instruction and training - Regulations 43 and 23

A record must be kept of information, instruction and training provided to workers.

Where a person is undertaking training in an occupation requiring a licence, then a record of this training must be kept as evidence of experience. In this situation, the record must be signed by the licensed person supervising the training (see Regulation 23).

### **Access and egress - Regulation 47**

An employer must have an evacuation procedure in place and must ensure that the procedure is practiced regularly. Records of these practice sessions must be kept.

### **Fire control equipment - Regulation 53**

Similarly, where fire control equipment is provided, the employer must ensure that it is regularly inspected and maintained. Records of these inspections must be kept.

### **Residual current devices - Regulation 65**

All electrical socket outlets in any workshop must be protected by a residual current device (RCD). These RCD's need to be tested regularly and records of the test results are to be kept.

### **Hazardous substances register - Regulation 68**

Where hazardous substances are used in a workplace, the employer must keep a register listing all hazardous substances used or produced at that workplace and material safety data sheets for each of those substances. This register is to be available to anyone working in that workplace.

### **Plant Registration and Inspection - Regulations 95, 100, 103 and 105**

- Manufacturers data and operating instructions
- Certificate of registration (where applicable)
- Details of all inspections carried out
- Copies of certificates of inspection
- Details of all repairs and maintenance including the date, nature of the repairs and who did the repairs.

If the plant is sold, the records must be transferred to the new owners.

### **Control of exposure to asbestos dust - Regulation 160**

Where exhaust ventilation is used as a control measure to prevent asbestos dust being released into the air, the ventilation equipment is to be inspected and tested at regular intervals. The results of this inspection and testing must be recorded and kept for 2 years.

### **First aid and accidents**

It is recommended that all injuries at the workplace be recorded. Those involving workers compensation will be automatically recorded by the employer's insurance company and by NT WorkSafe, however it is good practice to keep a record of these and any minor accident/injuries. These records may give the employer and his workers a focus for preventative measures.

**For further information please contact NT Worksafe on 1800 019 115 or go to [worksafe.nt.gov.au](http://worksafe.nt.gov.au)**