

SAFETY MANAGEMENT

Maintaining OHS Records

This bulletin provides information on maintaining records as part of your Occupational Health and Safety Management System (OHSMS). This bulletin should be read in conjunction with Information Bulletin [14.01.08](#) – Record keeping, which summarises the records that must be kept to comply with the legislation.

Legislation

The Workplace Health and Safety Regulations require an employer to put in place appropriate systems to actively manage health and safety in the workplace. An essential part of this system is the requirement to keep records of the processes and steps taken and of control methods used.

Why keep records?

Records are the means by which an organisation can demonstrate compliance with its OHSMS. They are also necessary to demonstrate compliance with your legal obligations. They can be used to assist you in the implementation and operation of your OHSMS and provide useful information that can assist you when you are reviewing your safety performance. Records are proof or evidence that certain actions have been undertaken. Often these records are required to be presented to verify that certain conditions and actions have been met.

What records should be kept?

There are different types of records that may be kept by your organisation, including those that:

- are required by legislation;
- assist in the operation of the OHSMS;
- pertain to the day-to-day operation of your business.

Records required by legislation

- Emergency procedures including evacuation plans (reg 47);
- Fire equipment maintenance (reg 53);
- Hazardous substances (reg 68);
- Health surveillance (reg 42);
- Identification of hazards /assessment of risk /control of risk (reg 38);
- Monitoring data (reg 41);
- Plant registration/inspection (reg's 95,100,103,105);
- Residual current devices performance testing (reg 65);
- Training records (reg's 43 and 23).

Note: These records are required under the Workplace Health and Safety Act and Regulations. Depending on the nature of your business, there may be additional requirements under the Dangerous Goods legislation.

OHSMS records

- Accident/incidents/near misses;
- Audits and reviews;
- First aid assessment;
- First aid treatment;
- Permits to work, licences;
- Preventative and corrective action;
- Reporting of incidents and system failures;
- Responsibilities eg. job descriptions;
- OHS committee minutes/toolbox meetings minutes;
- Training;
- Worker's compensation claims;
- Rehabilitation records.

Operational records

- Engineering certification;
- Environmental monitoring;
- Inspection, calibration and equipment maintenance;
- Operator licences /certification;
- Plant/machinery maintenance;
- Structural steel reports;
- Supplier and contractor information.

What form should they take?

Records should be useful to your organisation and not necessarily designed to suit an auditor. They should contain sufficient detail to ensure their accuracy and usefulness. The focus should be on what is of benefit to the organisation and not on producing unnecessarily complex documents. It may also be a case of adapting and using a form already in existence.

Maintaining records

The first step in maintaining records is determining who is going to be responsible for them and then training those responsible in their use. There should also be procedures for records identification, collection, indexing, filing, storage, maintenance, retrieval, retention, disposition and access.

Records should be:

- kept so that they can be readily located and retrieved;
- periodically reviewed;

- approved for adequacy by responsible persons;
- kept in locations where they are used.

Keeping records

There is a legal requirement to keep and maintain some records for specific periods. This includes risk assessment, which must be kept for at least five years after the last review.

Health surveillance which must be kept for a period of 30 years after the last review, where the assessment relates to exposure of a worker to a hazardous substance and the assessment indicates a requirement for. Full details on retention periods are provided in NT WorkSafe information bulletin [14.01.08](#).

For further information please contact NT Worksafe on 1800 019 115 or go to worksafe.nt.gov.au