

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>)	<ul style="list-style-type: none"> Hazard identification and risk assessments Records of control measures Safety data sheets Regular hazard surveys Workplace inspections Event Safety checklists Working from home checklists 	8 years
WHS Committees and Consultation	Faculty/College/Portfolio Health and Safety Committee agendas, minutes, reports	10 years
	Records of WHS consultation/communication with workers and other PCBU ¹ /shared duty holders	8 years
Contractor Safety Management	Contractor local area WHS Induction Records including information about hazards/risks	8 years
Electrical equipment and electrical installations	Electrical testing records for individual items (including testing of RCDs)	7 years after last test or after permanent removal/disposal
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	8 years
	Field trip health and safety acknowledgement	
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 (including dangerous substances) register	Permanent
	Register of Schedule 8 permits	
	Hazardous chemicals training records	100 years
	Hazardous chemicals risk assessments	
	Hazardous chemicals safe work method statements/safe work procedures (SWMSs/SWPs)	
	Waste transport certificate (WTC) (or equivalent)	
	Safety Data Sheets (SDSs)	<i>Kept in ChemWatch</i>

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	
Plant/equipment	Record of Plant (including lasers) that requires registration, including records of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations	10 years after disposal
	Plant Register	10 years from last entry
	Plant safety integrity test records (for plant with presence-sensing safeguarding system)	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	8 years
Training	Staff training and induction records (except as below)	8 years
	Hazardous chemicals training records	100 years
Planning	Faculty/College/Portfolio planned actions	5 years after action completed
Contractor safety	Contractor WHS Induction Records (for contractors engaged by local areas)	8 years

Specialised WHS records

(Area, as shown, responsible for record keeping)

Records	Examples	Area Responsible	Retention period
Asbestos	Asbestos Register	Buildings & Property	Permanent
	Asbestos Management Plan		100 years
	Health monitoring reports for a worker carrying out asbestos work		100 years after date of birth
	Asbestos training records		30 years or 5 years after worker ceases working for the University (whichever is longer)
	Records relating to fit-out/maintenance/repair of properties/equipment/plant on asbestos register		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 (including ReturntoWorkSA evaluations)	WHS Unit	Permanent
	Supplementary records relating to WHS audits (eg arrangements for inspection of workplaces and records)	WHS Unit	7 years
Confined spaces	Training records in relation to confined spaces	Buildings & Property	8 years
	Confined space risk assessment		
	Confined Space Entry Permit		
Other high risk work (eg working at heights, hot work, forklift operation, pressure equipment operation)		Buildings & Property	8 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
First aid	First aid training records (summary spreadsheets)	WHS Unit	45 years

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Records	Examples	Area Responsible	Retention period
Contractor safety	Contractor WHS Induction Records	Buildings & Property (for contractors engaged by B&P)	8 years
	Contractor WHS evaluation checklists	Buildings & Property	
	Contractor site observation checklists		
	Work Permits (eg Hot Work, Confined Spaces, Working at Heights, Isolation of Services)		
High Risk Construction Work	Safe Work Method Statements for High Risk Construction Work	Buildings & Property	8 years
<i>Where the University is the principal contractor</i>	Written evidence that worker has relevant high risk work licence		
	Records of information provided to contractor(s) about WHS hazards/risks		
	WHS Management Plan for construction project		
	Records of WHS consultation/communication with contractor		
Electrical work	Risk assessment and Safe Work Method Statement for electrical work on energised electrical equipment	Buildings & Property	8 years
Emergency management	Emergency Plan (including emergency procedures)	Buildings & Property	Permanent
Diving	Diver registration	WHS Unit	8 years
	Diver induction		
	Dive Coordinator induction		
	Certificate of medical fitness		
	Evidence of competence <ul style="list-style-type: none"> Diving certification Log book 		
	Risk assessment relating to diving work		
	Dive plan		
	Dive Safety Log On-site dive risk assessment(s) Dive briefing checklist Pre-dive equipment checklist		
Boating	Boating Safety Plan	WHS Unit	8 years
	Coxswain Register	(pre-April 2016 – local areas)	

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Records	Examples	Area Responsible	Retention period
Boating (con't)	Coxswain Safety Inductions	WHS Unit (pre-April 2016 – local areas)	8 years
Incidents/accidents	Online incident/accident reports, incident investigation (FlinSafe)	FlinSafe	45 years
	Reports of notifiable incidents to SafeWorkSA and/or other regulator (eg Office of the Technical Regulator, Environmental Protection Authority)	WHS Unit	Permanent
Injury Management	Injury report	FlinSafe	35 years
	Workers Compensation claim files	WHS Unit	35 years
	Recovery and return to work case files		100 years after employee's date of birth
	Register of compensation claims		Permanent
	Workers compensation insurance policies		30 years after term of policy expires
Ergonomics	Workstation assessments	WHS Unit	8 years
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 permits	WHS Unit	100 years
	Scheduled drugs and poisons (controlled substances) permits (<i>except Sched 8 kept by local area</i>)		
	Record of each worker likely to be exposed to the prohibited or restricted carcinogen		
	Health monitoring records		
Ionising Radiation	Radiation worker registration	WHS Unit	100 years
	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		

³ SA Controlled Substances [Poisons] Regulations 2011

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Records	Examples	Area Responsible	Retention period
Ionising Radiation (con't)	Personal radiation exposure records for each worker	WHS Unit	100 years
	Radiation worker medical examination report		
Plant	Inspection and testing records of fume hoods	Buildings & Property	10 years
Planning	WHS Operational Plan	WHS Unit	5 years after action completed