

Documentation and Data Control.

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Prepared by: Department of Health & Safety	G-004



Department of
Health and Safety

Memorial University maintains documents and data required by OH&S management system and legislation to ensure:

- They are centrally located;
- They are periodically reviewed;
- Current versions of relevant documents and data are available at all locations where operations essential to the effective functioning of the OH&S system are performed;
- Obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and
- Documents and data retained for legal and/or knowledge preservation purposes are suitably identified and archived.

All documents, policies and procedures are to be maintained, current, and up to date with the requirements of existing regulatory requirements and Memorial's OH&S management system. In addition to the OH&S Manual, the following documents are to be maintained and filed:

- Investigation reports;
- Workplace inspections;
- OH&S committee meeting minutes;
- Corrective actions requiring follow-up; and
- Directives of the Occupational Health and Safety inspection Division of the Department of Labor.

The Director of the Department of Health & Safety oversees all draft documents, policies, and procedures.

Legislative Reference: OH&S Act 36.1; OH& Regulations Part III 12 (1) (d), (k).

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