HRM 50

HEALTH, SAFETY AND WELLNESS

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016

URIMC Revised:
N/A

RIM Edits (consistency, typographical, updates, etc.):
November 15, 2016 and March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
HRM 50 HEALTH, SAFETY AND WELLNESS

FUNCTIONAL GROUPING DESCRIPTION

The promotion and support of a healthy and safe work and study environment for the University community.

See Tools 10 for policies and procedures, committees (i.e., Occupational Health Committee) and reports.

HRM 50 FUNCTIONS LIST

100   Biosafety
200   Laboratory Safety
300   Radiation Safety
400   Industrial/Occupational Safety
500   Incident Reporting
600   Emergency Management
700   Health and Wellness

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.

OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

B – Banner

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URiMC Approved: May 12, 2016
# HRM 50 HEALTH, SAFETY AND WELLNESS

## FUNCTION 100 – BIOSAFETY

### FUNCTION DESCRIPTION

Consists of records relating to the identification and proper handling of hazardous materials as well as compliance with relevant legislation. Records include licenses, signing authorities, etc.

See Employee File (i.e., HRM 01, HRM 02) for employee exposure case files.

See HRM50-500 for incident reporting.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM50-100-10</td>
<td>Assessments</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/ Completion + 15 years</td>
<td>N/A</td>
<td>Database</td>
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<tr>
<td>HRM50-100-20</td>
<td>Programs</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
<td>N/A</td>
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<tr>
<td>HRM50-100-30</td>
<td>Licensing Management</td>
<td>HR</td>
<td>HR</td>
<td>SO + 15 Years</td>
<td>N/A</td>
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</table>

**Series Number**
- HRM50-100-10: Assessments
- HRM50-100-20: Programs
- HRM50-100-30: Licensing Management

**OPR**
- HR

**Official Record Location**
- HR

**Official Record Retention**
- Resolution/ Completion + 15 years
- SO + 3 years
- SO + 15 Years

**Other Copies Retention**
- N/A

**Specialized Electronic System**
- Database

**Disclaimer**
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URIMC Approved: May 12, 2016
### HRM 50 HEALTH, SAFETY AND WELLNESS

**FUNCTION 200 – LABORATORY SAFETY**

**FUNCTION DESCRIPTION**

Consists of records relating to the identification and proper handling of hazardous materials.

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<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM50-200-10</td>
<td>Assessments</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 15 years</td>
<td>N/A</td>
<td>Database</td>
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<td></td>
<td>Includes reports, recommendations, communications and consultations, etc.</td>
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</tr>
<tr>
<td>HRM50-200-20</td>
<td>Programs</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
<td>N/A</td>
<td></td>
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<tr>
<td>HRM50-200-30</td>
<td>Licensing Management</td>
<td>HR</td>
<td>HR</td>
<td>SO + 15 years</td>
<td>N/A</td>
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<td></td>
<td>Federal and provincial licenses relating to lab safety including signing authority and communications with the Government.</td>
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B – Banner

URIMC Approved: May 12, 2016
**HRM 50 HEALTH, SAFETY AND WELLNESS**

**FUNCTION 300 – RADIATION SAFETY**

**FUNCTION DESCRIPTION**

Consists of records relating to the proper measures required when working with radiation materials, compliance with legislation, and reporting. Records include licenses, signing authorities, etc.

See Employee File (i.e., HRM 01, HRM 02) for employee exposure case files.

See HRM50-500 for incident reporting.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM50-300-10</td>
<td>Assessments</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 15 years</td>
<td>N/A</td>
<td>Database</td>
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<tr>
<td>HRM50-300-20</td>
<td>Programs</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
<td>N/A</td>
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<tr>
<td>HRM50-300-30</td>
<td>Licensing Management</td>
<td>HR</td>
<td>HR</td>
<td>SO + 15 years</td>
<td>N/A</td>
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HRM 50 HEALTH, SAFETY AND WELLNESS

FUNCTION 400 – INDUSTRIAL/OCUPATIONAL SAFETY

FUNCTION DESCRIPTION

Consists of records relating to the maintenance of a safe environment.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM50-400-10</td>
<td>Assessments</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 15 years</td>
<td>N/A</td>
<td>Database</td>
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<td></td>
<td>Includes reports, recommendations, communications and consultations, etc.</td>
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<tr>
<td>HRM50-400-20</td>
<td>Programs</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
<td>N/A</td>
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<tr>
<td>HRM50-400-30</td>
<td>Licensing Management</td>
<td>HR</td>
<td>HR</td>
<td>SO + 15 years</td>
<td>N/A</td>
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<td></td>
<td>Federal and provincial licenses relating to industrial/occupational safety including signing authority and communications with the Government</td>
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HRM 50 HEALTH, SAFETY AND WELLNESS

FUNCTION 500 – INCIDENT REPORTING

FUNCTION DESCRIPTION

Consists of records relating to near miss and actual incidents that cause or have the potential to cause harm to a person or the environment.

Reasonable security arrangements will be made for records containing personal information in order to protect these records from unauthorized access, collection, use, disclosure or disposal.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM50-500-10</td>
<td>Incident Reporting</td>
<td>HR</td>
<td>HR</td>
<td>Resolution + 15 years</td>
<td>SO (Managers and Supervisors may have copies)</td>
<td>Access database</td>
<td>All incident reports and associated documents related to an individual will be placed on that employee’s file (i.e., HRM 01, HRM 02). Incidents reports and related documents not related to an employee (i.e., environmental incident, student incident or visitor incident) are stored by calendar year in the secure HR storage room.</td>
</tr>
<tr>
<td>HRM50-500-20</td>
<td>Incident Investigations</td>
<td>HR</td>
<td>HR</td>
<td>Resolution + 15 years</td>
<td>SO (Managers and Supervisors may have copies)</td>
<td>Access database</td>
<td>As above.</td>
</tr>
<tr>
<td>HRM50-500-30</td>
<td>Exposure Incidents</td>
<td>HR</td>
<td>HR</td>
<td>Lifetime of employee/student + 5 years or 100 years from birth</td>
<td>N/A</td>
<td>Access database</td>
<td>As above.</td>
</tr>
</tbody>
</table>

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### HRM 50 HEALTH, SAFETY AND WELLNESS

### FUNCTION 600 – EMERGENCY MANAGEMENT

#### FUNCTION DESCRIPTION

Consists of records relating to planning in relation to and response to emergency situations.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
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<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM50-600-10</td>
<td>Assessments</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 15 years</td>
<td>N/A</td>
<td>Database</td>
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<tr>
<td>HRM50-600-20</td>
<td>Programs</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
<td>N/A</td>
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<tr>
<td>HRM50-600-30</td>
<td>Licensing Management</td>
<td>HR</td>
<td>HR</td>
<td>SO + 15 years</td>
<td>N/A</td>
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### HRM 50 HEALTH, SAFETY AND WELLNESS

### FUNCTION 700 – HEALTH AND WELLNESS

#### FUNCTION DESCRIPTION

Consists of records relating to the promotion of activities that support good health practices, programs and initiatives designed to improve the health and wellness of the University community. Records include special program records, communications, management of cases, etc.

Reasonable security arrangements will be made for records containing personal information in order to protect these records from unauthorized access, collection, use, disclosure or disposal.

See CSR20-200-30 for staff exercise therapy records.

<table>
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</thead>
<tbody>
<tr>
<td>HRM50-700-10</td>
<td>Assessments</td>
<td>HR</td>
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<td>Resolution/Completion + 3 years</td>
<td>N/A</td>
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<tr>
<td>HRM50-700-20</td>
<td>Programs</td>
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<td>6 years</td>
<td>N/A</td>
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### Records Classification Plan and Retention Schedule

**Series Number** | **Series Name** | **OPR** | **Official Record Location** | **Official Record Retention** | **Other Copies Retention** | **Specialized Electronic System** | **Disposition Guidelines and Related Series**
---|---|---|---|---|---|---|---
HRM50-700-30 | Case Management | HR | HR | 1 year and then entire file is “red jacketed” and moved to the individual Employee File (i.e., HRM 01, HRM 02) | N/A | |

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