

OHS Records Retention Requirements

Federal

Canada Labour Code Part II and Canada Occupational Health and Safety Regulations

Required Minimum Training Record Retention	
General Hazard Prevention Program Training: Records retained for two (2) years after the employee is no longer exposed to the hazard	Workplace Violence Training: Records retained for two (2) years after the employee is no longer exposed to the Violence hazard
Hazardous Substance Training: Records retained for two (2) years after the employee no longer handles or is exposed to hazardous substances	Power Equipment Used for Material Handling (i.e. Forklifts)- Operator Training: Records retained for as long as the operator is employed with the company
Manual Lifting Training: Records retained for two (2) years after the employee no longer performs manual lifting	Emergency Response Wardens Training: Records retained for two (2) years from the date training was completed

Required Minimum Inspection Record Retention	
General Workplace Inspections: Records of the last two (2) completed inspections must be retained	Material Handling Equipment Inspection Reports (i.e. Forklift): Records retained for one (1) year from inspection date
Inspections of Elevating Devices (i.e. Material lifts): Records retained for five (5) years from inspection date	Emergency Response Equipment Inspection: Records retained for two (2) years from inspection date
Test of Emergency Lighting Systems: Records retained for two (2) years from inspection date	

Required Minimum Noise Exposure Record Retention
Noise Assessment Records Done by a Qualified Person, When Potential Exposure is at or above 84 dBA in the workplace: Records kept for 10 years

Other Specific OHS Record Retention	
Workplace Violence Prevention Evaluation Report: three (3) years from the completion of the report	Hazard Prevention Program Evaluation Report: six (6) years from the completion of the report
Hazardous Occurrence Report: 10 years from the injury date	Minor Injury Records: 10 years from the injury date
Reports of: Disabling injuries/Electric Shock/Loss of Consciousness/Initiation of rescue, revival or emergency procedures/Fire or explosion: 10 years from the occurrence	Annual Accident Reports Submitted to Ministry of Labour (Fed): 10 years from submission date



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Phone: 204-632-6600 | Email: info@rpmsafety.ca | Web: www.rpmsafety.ca

25 Bunting Street Winnipeg, MB R2X 2P5

OHS Records Retention Requirements

Provincial

MB Workplace Safety and Health Act and Regulations

Required Minimum Training Record Retention

All training required in the Act and Regulation: Records retained for five (5) years from the date training was completed

Required Minimum Inspection Record Retention

Annual Inspection Reports of Asbestos-Containing Materials:
30 years from inspection date

All other inspections required by the Act and Regulations:
five (5) years from inspection date

Required Minimum Noise Exposure Record Retention

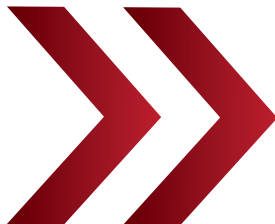
Audiometric Test Records: Records of tests kept for 10 years
(*Records must also be kept by the physician, audiometric technician or audiologist who performs the test)

All Other Noise Exposure Records Require by the Act and Regulation: Records kept for five (5) years

Other Specific OHS Record Retention

All Illness and Injury Reports: Records retained for five (5) years

**information contained in this handout is current as of December 01, 2024*



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