

National Retention Policy for Local Authority Records - Health & Safety - issued October 2018

Functional Heading: **Health & Safety**

Sub Functions:

- H&S Policy and supporting documents
- Construction and other work activity related records
- Equipment & buildings
- Inspection and audit
- Management and communications

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
Policy and supporting documents	H&S Statement Statutory declaration of commitment to H&S by organisation.	Parent/ancillary statements, signed declarations of understanding (kept by HSO, not employee file)	Retain current H&S statement plus all previous H&S statements for the preceding 10 years. Any H&S Statements outside the ten-year period should then be destroyed. Exception being where an accident, incident or dangerous occurrence is being investigated keep the H&S statement and policy documents until investigation and legal proceeding has been completed.	Safety, Health & Welfare at Work Act 2005, Section 20 The Safety, Health and Welfare at Work (General Applications) Regulations 2016 require that records of accidents and dangerous occurrences in the workplace be retained for ten years from the date of the accident.

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	H&S Statement/Policy Notifications Annual notification to employees	Notifications	Retain for duration of current H&S statement and/or policy document. Retain employee declarations for 2 years after new signature, then destroy. However, if accident, incident or dangerous occurrence is being investigated keep the H&S statement and policy documents until investigation and legal proceeding has been completed.	Safety, Health & Welfare at Work Act 2005, Section 20 HSA only check in relation to current HSS which is reviewed annually.
	Employee Safety Handbook	Safety handbook, signed declarations of receipt and understanding	Retain for 10 years, then recommend the handbook to the archivist for archiving. Retain declarations for 2 years after new signature, then destroy	
	Policy and Procedural Documents Files on development and implementation of H&S policy. Currently 64 national procedural docs that are localised.	Approved policy and strategic level procedural documents, and associated correspondence	Retain current documents plus all previous policy and procedural documents for the preceding 10 years. Any policy and procedural documents outside the ten year period should then be destroyed. Exception being where an accident, incident or dangerous occurrence is being investigated keep the associated policy and procedural documents until investigation and legal proceeding has been completed.	Copy retained on intranet with version & document history

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	Standard Operating Procedures Procedural document for work operation or activity	Document in any format and associated correspondence	Retain current documents plus all previous operating procedural documents for the preceding 10 years. Any operating procedural documents outside the ten year period should then be destroyed.	
	Standard Operating Guidance (Fire Service)	Guidance document	Retain current documents plus all previous operating guidance documents for the preceding 10 years. Any operating guidance documents outside the ten-year period should then be destroyed.	It is similar to SOP and is guidance rather than procedure as it's subject to dynamic risk assessment as new incidents occur and guidance may change.
Construction and other work activity related records	Risk Assessments Assessment of hazard and risk for work operations and activities	Completed risk assessment form in any format – kept on intranet	Retain current documents plus all previous risk assessment documentation for the preceding 10 years. Any risk assessment documents outside the ten-year period should then be destroyed. Exception being if the risk assessment identified a health surveillance risk. If this is the case retain for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Health, Safety & Welfare at Work Act 2005, Section 19 Various Specific and amended Regulations, 2001-2013 relating to certain high risk materials (e.g.) asbestos; carcinogens and biological agents. IPB Guidance on the Retention of Records (2017)

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	<p>Noise assessments Assessment of noise levels of plant, equipment and workplaces – audiometry</p>	<p>Reports and correspondence</p>	<p>Retain current documents plus all previous noise assessment documentation for the preceding 10 years. Any noise assessment documents outside the ten-year period should then be destroyed.</p> <p>Exception being if the noise assessment identified a health surveillance risk. If this is the case retain for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p>	<p>A long period of non-currency is required to cover the possibility of future litigation based on hearing loss from exposure.</p> <p>IPB Guidance on the Retention of Records (2017)</p> <p>SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment, Chapter 2 - Use of Work Equipment and Amendment Regulations 2007</p>
	<p>Vibration assessments Assessment of vibration levels of plant and equipment</p>	<p>Reports and correspondence</p>	<p>Retain for completion of project + 7 years, then destroy</p> <p>Exception being where project was in receipt of EU funding. In this case retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>	<p>Safety, Health & Welfare at Work (Construction) Regulations 2013</p> <p>EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>

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	SSWP's Site Specific risk assessment document	Completed document	Retain for the duration of the works or until superseded. Retain for 2 additional years then destroy. Exception is where an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant SSWP is retained for 10 years from the date the accident/incident or dangerous occurrence is reported and until litigation/legal proceeding has finished.	
	Asbestos register Register of premises/locations where asbestos is present as required by Asbestos Regs	Electronic register contains details such as address of property, details of location and type of asbestos. Current document but with historical information	Retain indefinitely.	Safety, Health & Welfare (Exposure to Asbestos) Regulations, 2006-2010.
	Asbestos exposure <i>& supporting documentation, (e.g.) Inspections, surveys, measurements and remedial measures</i>		Asbestos exposure is a health surveillance risk. Therefore these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Safety, Health & Welfare (Exposure to Asbestos) Regulations, 2006-2010. Regulation 21©

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	Exposure to Biological agents	Surveys, risk assessments, medical assessments	Exposure to biological agents is a health surveillance risk in some circumstances. If a health surveillance risk is identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Safety, Health & Welfare (Biological Agents) Regulations 2013. Regulations 15(b) & (c)
	Exposure to carcinogens		Exposure to carcinogens is a health surveillance risk in some circumstances. If a health surveillance risk is identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Safety, Health & Welfare (Carcinogens) Regulations 2001. Regulations 13
	Exposure to Lead		Exposure to lead is a health surveillance risk in some circumstances. If a health surveillance risk is identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	European Communities (Protection of Workers)(Exposure to Lead) Regulations, 1988

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	Exposure to ionising radiation (e.g.) Radon		Exposure to ionising radiation is a health surveillance risk in some circumstances. If a health surveillance risk is identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Radiological Protection Act 1991 (Ionising Radiation) Order 2000
	SDS Safety Data Sheet for chemical substances and preparations' used by the organisation	Individual SDS for each chemical in use – kept with chemical	Retain for as long as the chemical is in use but the SDS itself should not be older than 5 years. Once superseded the 5 year old SDS should be destroyed except where the usage of the chemical forms part of a health surveillance record. Health surveillance records must be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	REACH Regulation 1907/2006/EC SDS updated annually. Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and (Amendment) Regulations 2015 European Communities (Classification, Packaging and Labelling) (Revocation) Regulations 2015 IPB Guidance on the Retention of Records (2017)
	Building Safety File (construction)	Asbestos survey reports, underground cables and cable plans of LA sites and buildings	Retain for lifetime of building/structure, then pass on with building/structure if transferred/company knocking it. Retain records relating to planning and construction of buildings for a minimum of 30 years. Destroy records if site cleared/renovated	IPB Guidance on the Retention of Records (2017) Safety, Health and Welfare at Work (Construction) Regulations 2016

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Equipment & buildings	Premises Maintenance Records (e.g.) please see separate entries for fire register; lift register and testing for electrical installations		Retain records relating to planning and construction of buildings for a minimum of 30 years	IPB Guidance on the Retention of Records (2017)
Construction and other work activity related records	Permits to work	Permits to work in confined spaces/Dangerous Spaces; excavation; hot work; live energies, overhead powerlines; working at heights	For both construction related and non-construction works retain for completion of construction project + 7 years, then destroy. Exception is where an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant permit to work is retained for 10 years from the date the accident/incident or dangerous occurrence is reported and until litigation/legal proceeding has finished.	SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment, Chapter 2 - Use of Work Equipment and Amendment Regulations 2007
	Confined Spaces: register Static spaces eg manhole in Main St, not project based	Electronic register (identifies classification of confined space set out in policy document), risk assessments associated with each site on register	Retain indefinitely	Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001 Safety, Health and Welfare at Work (Construction) Regulations 2013

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Equipment & buildings	Inspection of Lifting equipment: register	Active asset register (contains details of equipment, distinguishing number, date of first use, last thorough examination and testing). Items marked 'taken out of use' rather than taken off register. Electronic format.	Retain indefinitely.	SI No 299 of 2007, Safety, Health & Welfare at Work (General Application) Regulations 2007, Section 54 (and 52 & 53?) Regulation 54(2)(a) NB IPB insurer Zurich currently maintain on-line register for LAs. Entries are however LA records not IPB or Zurich.
	Pressure vessels Register	On-line register provided by IPB	Retain indefinitely.	NB IPB service provider currently maintain on-line register for LAs. Entries are however LA records not IPB or Zurich. Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2012, Part 10 Pressure Systems
	Inspection of Lifting equipment: certificate of examination	Examination and testing report (will become electronic) legally required.	Retain records relating to equipment for the lifetime of the equipment plus a further period of 7 years. Exception is where the equipment was involved in an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant cert of examination is retained for 10 years from the date the accident/incident or dangerous occurrence is reported.	SI No 299 of 2007 Regs 52 & 53, Schedule 1 Part E & Part B IPB Guidance on the Retention of Records (2017)

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	Maintaining equipment, plant & machinery: certs	Certificates of conformance (initial cert that comes with equipment)	<p>Retain records relating to equipment for the lifetime of the equipment plus a further period of 7 years.</p> <p>Exception is where the equipment was involved in an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant cert of examination is retained for 10 years from the date the accident/incident or dangerous occurrence is reported.</p>	<p>Regulation 31(d)</p> <p>IPB Guidance on the Retention of Records (2017)</p> <p>SHW at Work (General App) Regs 2007, Part 2 Workplace and Work Equipment,</p>
Construction and other work activity related records	Preliminary H&S Plans Design stage document developed for particular project works given by client to tenderers	Completed plan and appendices	<p>Retain for completion of project + 7 years, then destroy</p> <p>Exception being where project was in receipt of EU funding. In this case retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>	<p>Safety, Health and Welfare at Work (Construction) Regulations 2013</p> <p>EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>

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	<p>H&S Procedures Contractor Competency assessment document - assessment of contractors under construction regs 2013 – usually kept with tender assessment</p>	Competency assessment documents	<p>Retain for duration of project + 7 years, then destroy</p> <p>Exception being where project was in receipt of EU funding. In this case retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>	Safety, Health & Welfare at Work Construction Regulations 2013
	<p>Construction Stage H&S Plans Construction stage document developed for particular project works</p>	Completed plan and appendices	<p>Retain for completion of project + 7 years, then destroy</p> <p>Exception being where project was in receipt of EU funding. In this case retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>	<p>Safety, Health & Welfare at Work (Construction) Regulations 2013</p> <p>EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>

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	Method Statements		Retain for the duration of the works or until superseded. Retain for 1 additional year then destroy. Exception is where an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant method statement is retained for 10 years from the date the accident/incident or dangerous occurrence is reported.	Safety, Health and Welfare at Work (Construction) Regulations 2013
	Temporary Traffic Management Plans		For both construction related and non-construction works temporary traffic management plans retain for completion of project/works + maintenance period + 5 years, then destroy.	Chapter 8 of the Traffic Signs Manual (DTTAS) Guidance for the Control and Management of Traffic at Road Works

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	Contractor's Safety Statement	Contractors Safety statement or SMP20 competency questionnaire, Safe Pass and required insurance cover	<p>Retain for duration of project/contract + maintenance period + 5 years, then destroy</p> <p>Exception being where project was in receipt of EU funding. In this case retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p> <p>Additional exception is where an accident/incident or dangerous occurrence likely to lead to a prosecution or personal injury claim. In these instances the relevant Contractors Safety Statement is retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed.</p>	<p>Safety, Health and Welfare at Work (Construction) Regulations 2013</p> <p>EU funded schemes should be retained to comply with EU fund requirements (i.e.) Article 140 of REGULATION (EU) No 1303/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL. There is an absolute legal requirement to retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect</p>
	Council as Client	Appointment of PSDP and PSCS and associated CE orders;	Retain for completion of project + 7 years then destroy	Safety, Health and Welfare at Work (Construction) Regulations 2013

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	Council as PSDP or PSCS	Safety file including (e.g.) notifications to HSA; site induction; Safe Pass and CSCS cards possessed by site workers; monitoring of compliance and taking of corrective action	Retain for completion of project + 7 years then destroy	Safety, Health and Welfare at Work (Construction) Regulations 2013
Equipment & buildings	Fire Safety Register Log Book	Issued to Local Authority premises and to include inspections of fire fighting equipment	<p>Until log book is complete + 1 year then destroy</p> <p>Only legal requirement is to keep the previous inspection.</p> <p>Exception is where a fire has occurred that is likely to lead to a prosecution or personal injury claim. In these instances the relevant inspection records and log book entries need to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed.</p>	<p>Fire Services Act 1981-2003 Section 18</p> <p>Inspected by Building Control or Fire Service</p>

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	First Aid Book	Records of first aid treatment dispensed to employees and members of public	Retain until book complete + 3 years. Exceptions being where a child has received first aid = 25 years or where an accident/incident or dangerous occurrence where first aid was provided and is likely to lead to a prosecution or personal injury claim. In these instances the relevant first aid entry is retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed.	Regulation 165 SHW at Work (General App) Regs 2007 Part 7 NB Period of 2 years from date of accident to make a claim except a minor who has until age 18 + 3 years to make a claim = 21 + 4 years prosecution case = 25 years
	Accident/Incident & dangerous occurrences reports		Records detailing accident/incident or dangerous occurrence should be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or or until investigation and legal proceeding has been completed.	Safety, Health and Welfare at Work (General Applications) Regulations 2016

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
Management & Communications	H&S Training Records Relates to H&S training given to staff. Other Training Records are kept with Training Officer in HR, not HSO – see Training sub-function.	Attendance lists, course outlines/content (e.g. PowerPoint presentation), training certificates issued to staff eg Safe Pass Cert, Candidate forms (may be with tutor or training authority eg Fetac/Solas), Photographs, Test/work sheets from course and associated correspondence	Retain for duration of employment plus a further 10 years, then destroy. Exception is where a staff member has been subject to a health surveillance risk during employment. If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Training certs (e.g. manual handling, First Aid) only last for approx 2-5 years IPB Guidance on the Retention of Records (2017) Safety, Health and Welfare at Work Act 2005 SHW at Work (General App) Regs 2007
	Health surveillance records (general)	Procurement information, correspondence and list of staff availing of scheme	If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Required under various legislation. Safety, Health & Welfare at Work Act 2005, Section 22; Safety, Health & Welfare at Work (Chemical Agents) Regulations, 2001, Reg 10, and others Can also be kept by HR

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	<p>Vaccination programmes for employees</p>		<p>Retain for duration of employment plus a further 10 years, then destroy.</p> <p>Exception is where a staff member has been subject to a health surveillance risk during employment. If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p>	<p>Records can be kept by LAs medical doctor or by employer Safety, Health and Welfare at Work (Biological Agents) Regulations 2013</p>

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	<p>Advice/Instructions to employees and/or line managers (e.g.) Safety alerts, communications</p>		<p>If communication relates to a piece of equipment then retain for the lifetime of the equipment plus a further period of 5 years.</p> <p>If communication relates to a specific project or contract then retain for duration of project/contract + maintenance period + 5 years, then destroy.</p> <p>Otherwise keep for 1 year after date of issue the destroy.</p> <p>Exception in all cases is where the communication relates to where an incident, accident or dangerous occurrence has occurred that is likely to lead to a prosecution or personal injury claim. In these instances, the relevant communication/advice issued needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed.</p>	<p>Safety, Health and Welfare at Work Act 2005</p>

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Inspection and Audit	<p>Ergonomic Assessment of All Workplaces Includes various assessments such as VDU or work-site for pregnant women, etc</p>	Assessment of work-station, correspondence with recommendations.	<p>Retain current assessment plus previous assessment then destroy.</p> <p>Exception is where the assessment has identified a health surveillance risk to an employee. If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p>	<p>2007 General Application regs for VDU Users</p> <p>Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 31.</p>
	<p>Personal Protective Equipment Register</p>	Hard-copy register kept in Stores containing employee signatures	<p>Retain for 10 years from date of last entry (i.e.) last signature, then destroy</p> <p>Exception in all cases is where the register entry relates to employee who was part of an incident, accident or dangerous occurrence has occurred that is likely to lead to a prosecution or personal injury claim. In these instances, the relevant registry entries needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed.</p>	<p>Safety, Health and Welfare at Work Act 2005 Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and (Amendment) Regulations 2015 Safety, Health and Welfare at Work (General Application) Regulations 2007 EC (Personal Protective Equipment) Regulations, 1993 and Amendment Regulations 1997</p>

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Construction and other work activity related records	Site Workers Skills & Competencies (non-LA personnel) Important part of tender process and assessment of tender	Certificates of skills, (e.g.) Safe Pass Certs	For successful tender retain for duration of project/contract + 7 years, then destroy	Once contract awarded to successful tenderer and stand still period expired there is no need to retain documents supplied by unsuccessful tenderers.
Management & Communications	Internal LA Safety Committees Internal meetings of Safety Monitoring Committee	Correspondence, minutes	Retain for 10 years then destroy.	Safety, Health and Welfare at Work Act 2005 Retention period will satisfy any requirements associated with any external standard QA awards (e.g.) OSHAS; ISO, etc.
	Local Authority Safety Officers Group (LASOG): meeting records	Minutes, correspondence	Retain for 2 years after date of creation then destroy.	
	Reports to Management Team Also made available to senior managers. Includes all aspects of H&S (training, updates etc) for previous quarter	Quarterly reports as per OSHAS 18001 retained electronically. Quarter 4 report is annual report	Retain for 5 years then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	
	Chief Executive's/ Manager's/ Director's Orders	Orders generally regarding administration of projects (appointment of project supervisors, construction staff) – held by sections	Retain until order superseded or revoked then offer to archivist for archiving. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	

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Inspection and Audit	Records of inspection Site and building H&S inspections at a particular point in time -Statutory	Site inspection forms, completed forms, checklists demonstrating compliance with legislation, reports, HICS and other correspondence relating to inspections of sites or work places	Retain while action contained in the record are still open/active then a further 5 years from when action closed/completed then destroy.	Safety, Health and Welfare at Work Act 2005
	Radon Monitoring Monitoring all fixed worksites once off unless extension or new building	Radon measurement reports	Retain current report for duration of building/property on safety file or until monitoring report is superseded. Then destroy old report. Exception is where radon monitoring has identified a health surveillance risk to an employee. If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.	Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000. Article 21.
Equipment & buildings	Radon Irradiating apparatus/equipment for measuring radiation		Retain records relating to equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy.	Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000. Article 28.
	Work Equipment Inspection Records	Inspection records, fault rectification records and associated correspondence, kept by sections/HSO.	Retain records relating to equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy.	Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 30(d)

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	Maintaining & calibrating equipment, plant & machinery: checklists	Maintenance logbooks, weekly checklists (daily for Fire) completed form in any format, operating manuals	Retain records relating to equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy.	Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 31(d)
	Electrical Appliances Testing PAT testing	Report of testing of new electrical installation of, or extension to an existing installation (max period between testing is 2 years)	Retain records relating to equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy.	Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 89(a)
	Electrical Installations: periodic testing Includes industrial, office buildings, council housing (eg latter done every 15-20 years)	Results of annual testing	Retain records relating to equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy.	Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 89(b)
	Inspection of Work at Height Equipment Harnesses checked annually and replaced at 5years. Trestles, ladders, etc.	Work at height equipment register, copies of all inspection records, fault rectification records and associated correspondence.	Retain records relating to equipment for the lifetime of the equipment plus a further period of 5 years. Then destroy. Exception in all cases is where employees working at a height were involved in an incident, accident or dangerous occurrence has occurred that is likely to lead to a prosecution or personal injury claim. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy.	Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 95 Safety, Health & Welfare at Work (General Application) Regulations 2007. Regulation 119

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	<p>Scaffolding: strength & stability; assembly & dismantling Includes working platforms</p>	<p>Record of contractors' inspections, plan.</p> <p>Assembly/installation and dismantling plans + inspection of plans before implementation</p>	<p>For both construction and other works activities retain for completion of project + 7 years then destroy.</p> <p>Exception in all cases is where employees working at a height were involved in an incident, accident or dangerous occurrence has occurred that is likely to lead to a prosecution or personal injury claim. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy.</p>	<p>Regulation 107(b), (c) and (d). Regulation 119</p>
	<p>Construction Site Inspections (either as client or by HSA) Takes place during project with external contractor/direct labour</p>	<p>Report to contractor asking them to rectify non-compliance within a specified time</p>	<p>Retain for completion of project + 7 years, then destroy</p> <p>Exception being where project was in receipt of EU funding. In this case retain all relevant documentation relating to EU funding for a minimum period of 3 years after the closure of the Operational Programme under which the funding was provided and letter issued by EU Court of Auditors to that effect.</p>	<p>Safety, Health and Welfare at Work Act 2005</p>

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
<p>Construction and other work activity related records</p>	<p>Accident and Incident Reports including exposure to asbestos or other significant exposures (biological agents, carcinogens, dust, noise, vibration, lead etc) Details of all accidents and incidents at work. An absence of more than 3days forward to HSA.</p> <p>(NB Keep exposure to asbestos noise, biological agents etc with A&I Reports)</p>	<p>Accident Report form, IR1, Witness statements, Photographs, Investigation report, correspondence, file notes, list of employees engaged in activities that result in risk to employee's H&S including nature of exposure they have been subjected to, spreadsheet register. Mix of hard-copy and electronic.</p>	<p>For LA employees and adult non-employee retain for 10 years from the date of the accident/incident or dangerous occurrence. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy.</p> <p>If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p> <p>Exception being where a minor is involved = retain for 25 years or until investigation and legal proceeding has been completed. Then destroy.</p>	<p>Safety, Health & Welfare at Work (General Application) Regulations, 1993, Regs 59 & 60 IR1 & IR2 forms are held on HSA website. IR1 hard-copy kept on file</p> <p>SH&W at Work (Biological Agents) Asbestos Regulation, 2013 SH&W (Exposure to Asbestos) Regulations, 2006, Regulation 21(2);</p> <p>SH&W at Work (Biological Agents) Regulations, 2013, Reg 9(a) & (b), & 1998 Reg 9(c)</p> <p>SH&W (Carcinogens) Regulations, 2001, Reg 10(4) & 13</p> <p>NB Period of 2 years from date of accident to make a claim except a minor who has until age 18 + 3 years to make a claim = 21 + 4 years prosecution case = 25 years</p>

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<p>Dangerous Occurrence Reports Files on dangerous occurrences reported by individuals within the local authority. Also recorded on A&I and D Occurrences Register</p>	<p>IR3 form, Witness statements, Photographs, Investigation report, correspondence, file notes, spreadsheet register</p>	<p>For LA employees and adult non-employee retain for 10 years from the date of the accident/incident or dangerous occurrence. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy.</p> <p>If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p> <p>Exception being where a minor is involved = retain for 25 years or until investigation and legal proceeding has been completed. Then destroy.</p>	<p>Safety, Health & Welfare at Work (General Application) Regulations, 1993, Regs 59 & 60</p>

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
	<p>Accident Reporting Annual statistical reports on accidents/incidents/ dangerous occurrences submitted by HSO to Management Team</p>	<p>Accident & incident Statistics Report, Spreadsheets and Tables, kept electronically</p>	<p>For LA employees and adult non-employee retain for 10 years from the date of the accident/incident or dangerous occurrence. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy.</p> <p>If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p> <p>Exception being where a minor is involved = retain for 25 years or until investigation and legal proceeding has been completed. Then destroy.</p>	<p>Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016, Part 14 (Reporting of Accidents and Dangerous Occurrences</p>
	<p>CAPA Register (Corrective Action Preventative Actions)</p>	<p>Spreadsheet register of actions</p>	<p>Retain register indefinitely.</p>	<p>Not a legal requirement and items on register come out of inspections and A&I – register can be used to track compliance</p>

Sub-Functions	Activities & Description what tasks do we do/why is the work done	Documents	Retention Recommendation	Legislation, Notes & Comments
Inspection and Audit	<p>HSA inspection reports and follow up records</p>	<p>Includes inspection reports and follow up records including correspondence; reports of inspection; improvement plans; improvement notices; prohibition notices and general correspondence</p>	<p>For LA employees and adult non-employee retain for 10 years from the date of the accident/incident or dangerous occurrence. In these instances, the relevant record needs to be retained for 10 years from the date the accident/incident or dangerous occurrence is reported or until investigation and legal proceeding has been completed. Then destroy.</p> <p>If a health surveillance risk has been identified then these records to be retained for period of 40 years (from the date of creation) as the total period (including off site storage) for which health surveillance records must be retained. After 40 years destroy.</p> <p>Exception being where a minor is involved = retain for 25 years or until investigation and legal proceeding has been completed. Then destroy.</p>	
	<p>Safety Management Audits and internal inspections Systematic examinations of documents and practices against the legislation and OHSAS 18001 standard.</p>	<p>Audit programme, question set, comments, and records of interviews, pictures, audit report and correspondence.</p>	<p>Retain for current life of audit report + 5 years then destroy</p>	