

If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

13.4.2.c List of Occupational Safety and Health (OSH) Records

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C-A-OPM Procedures in which this Attachment is used.		
13.4.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

R. Savage

OSH RECORD	RECORD CUSTODIAN	SCHEDULE	RETENTION
Resulting from use of OSH Operational Controls (e.g. LOTO)	MCR Supervisor or Maintenance Supervisor	ADM 17.32.A	Retain until item is removed from service.
OSH Facility Specific Management Plans (Objectives and Targets)	ESHQ Chair or ESHQ Div. Head	ADM 16.1.2	5 years
OSH Policy	ESHQ Chair or ESHQ Div. Head	ADM 16.1.1	Permanent
OSH 18001 Management Improvement Program Support File	ESHQ Chair or ESHQ Div. Head	ADM 16.1.2	5 years
OSH Management System Description	ESHQ Chair or ESHQ Div. Head	ADM 16.1.1	Permanent
OSH-related critiques and associated Occurrence Reports	ESHQ Chair or ESHQ Div. Head	ADM 18.11.1.B	15 years
Group logs with OSH related information	Applicable Group Leader	ADM17.32.A	Retain until item is removed from service.
OSH Management Reviews and OSH Record of Decision Documents	ESHQ Chair or ESHQ Div. Head	ADM 22.4	75 years
OSH Performance and Monitoring Indicators (e.g. injury/illness reports, trends)	ESHQ Chair or ESHQ Div. Head	ADM 16.1.1	Permanent
OSH Hazard Analyses and Risk Assessments (Job Risk Assessments, JRAs, and Facility Risk Assessments, FRAs)	ESHQ Chair or ESHQ Div. Head	ENV 1.B.4.A	75 years
WOSH Committee Records (e.g. agenda, minutes, attendance records, presentations, slides)	WOSH Committee Chair	ADM 16.8.A	2 years after termination of committee
OSH Training Records	Training and Procedures Manager	ADM 1.29.2.A.2	75 years
OSH Assessments/Audits	QA Manager	ADM17.32.A	75 years
TIER I Inspection Records	Safety Inspection Committee Chair	ADM 18.9	75 years
Work Planning and Control Records	Work Controls Coordinator	ADM 18.11.1.d	1 year

Notes:

1. Operational Records and Environmental Records are identified in OPM 13.4.2.a and 13.4.2.b respectively.
2. Radiological Control records are maintained by the Radiological Control Division and are not identified in this OPM.
3. C-A has established the above record retention requirements as of July 23, 2004.