



Records Retention Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

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Applies To	All OH&S Records

1. Purpose

This procedure establishes the requirements for retaining, protecting, retrieving, and disposing of occupational health and safety records generated by Viking Reinforcing Ltd. in order to support legal compliance, operational control, and ISO 45001 documentation requirements.

2. Scope

This procedure applies to all OH&S records generated within Viking Reinforcing operations including the fabrication yard, equipment maintenance activities, and reinforcing steel placement on construction sites.

3. Definitions

Term	Definition
Record	Documented information providing evidence of activities performed or results achieved.
Retention Period	The length of time a record must be kept before disposal.
Archived Record	A record retained for historical or legal purposes but no longer actively used.



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4. Responsibilities

Audit & Compliance Officer (Derek Sanderson)

- Maintains the records retention schedule and ensures compliance.

Chief Safety Officer (Dan Ansell)

- Ensures safety records are properly maintained.

Supervisors

- Ensure operational records such as inspections and training are documented and stored.

Workers

- Complete required forms and reports accurately.

5. Record Storage

Records may be stored electronically or in physical form. Records must be protected from damage, loss, or unauthorized access. Digital storage systems must ensure backup and recovery.

6. Records Retention Schedule

Record Type	Example Documents	Minimum Retention Period
Incident Records	Incident reports, investigation reports	10 years
Training Records	Worker training certificates	Duration of employment + 3 years
Inspection Records	Workplace inspections, equipment inspections	5 years
Corrective Actions	Corrective action register entries	5 years
Internal Audits	Internal audit reports	5 years
Safety Meetings	Toolbox talk records	3 years

7. Record Retrieval

Records must be easily retrievable for audits, regulatory inspections, and internal reviews.



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8. Record Disposal

When retention periods expire, records may be securely destroyed. Sensitive records must be shredded or permanently deleted.

9. Related Records

SOP-OHS procedures
REGISTER-OHS registers
FORM-OHS forms
LOG-OHS logs
Internal audit records
Training documentation

10. Continuous Improvement

The records retention system will be reviewed periodically to ensure it remains compliant with regulatory requirements and organizational needs.