

## Document Retention

### What to keep when the project is done

*As per policy memo dated January 22, 2018*

While a construction project is active and Polygon Construction Management Ltd. (PCML) is the prime contractor, the documentation of safety coordination efforts is important and must be maintained. The records produced serve to demonstrate that PCML has a system to ensure compliance with Part 3 of the Workers Compensation Act and its regulations in respect of the workplace<sup>1</sup>, and that activities related to occupational health and safety have been coordinated<sup>2</sup>.

Upon sign-off by the Customer Service group, the construction of the project is considered complete and PCML ceases to be the prime contractor for the workplace. At this time the following records must be returned to the Head Office (electronic versions or copies are acceptable).

### Records to be Returned to Head Office\*

- Safety Violation Notices
- Meeting Minutes
- Investigations, including all supporting documentation
- First Aid Records
- Inspection and Maintenance records for Polygon-owned Machine(s) or Equipment
- Anything to do with Asbestos
- Lead Exposure
- Response to enforcement action by WorkSafeBC

### Other Records

All other records may be returned to the appropriate contractor or disposed of. The exception would be where specific records form part of documenting a Safety Violation, Incident Investigation, or response to enforcement action by WorkSafeBC.

The following is an example list of records that are maintained while a construction project is active but would be returned to a contractor or disposed once the project has been signed-off;

#### Records to be returned:

- Site Safety Orientations
- Visitor Site Safety Orientations
- Toolbox Talks
- Site Specific Fall Protection Plans
- WHMIS Inventory

#### Records to be disposed:

- After Hours First Aid Agreements
- Daily Inspection Reports
- Hot Work Permits

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\* If a record has already been entered into PolyNET there is no need to return it to the Head Office

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<sup>1</sup> WCA Part 3 § 118(2)(b)

<sup>2</sup> WCA Part 3 § 118(2)(a)