**Record Keeping Index**

| **Record** | **Retention Time** |
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| Asbestos Air Monitoring | 30 years after the date the record is made |
| Asbestos Health Monitoring Records | 40 years after the record is made |
| Asbestos Notifiable Incident | At least 5 years after the incident occurs (asbestos removal control plan) |
| Asbestos Management Plan | Permanent (to be reviewed every 5 years) |
| Asbestos Register | Permanent (to be reviewed every 5 years) |
| Asbestos Related Work | 40 years from the date of the last entry in the record |
| Asbestos Training | While the worker is carrying out the work; and for 5 years after the day the worker ceases working for the person. Asbestos licence renewed every 5 years |
| Chemical Exposure – Health Monitoring Records | 30 years after the record is made |
| Confined Space Incident | 2 years after the incident occurs years Depends on nature of incident, chemical or fume exposure as above |
| Confined Space Entry Permit | Until work it relates to is completed The permit must be kept until the work is completed, or if a notifiable incident occurs, for at least 2 years after the confined space work to which the permit relates is completed. |
| Confined Space Risk Assessment | At least 28 days after the work is completed or if a notifiable incident occurs in connection with the work to which the assessment relates, for 2 years after the incident occurs |
| Confined Space Training |  Records of all training provided to workers in relation to confined space work must be keptfor 2 years. Australian Standard AS2865-2009 recommends renewal every two years for licence |
| Contractor Register  | 7 years |
| Contractor Induction Records | 7 years |
| Internal Audit | 7 years from the date of the report |
| External Audit | 7 years from the date of the report |
| Electrical Registers (includes Tag & Testing, RCD’s) | 7 years from the date of the report |
| Electrical Work on Energised Electrical Equipment - Risk Assessment | At least 28 days after the work is completed |
| Electrical Work on Energised Electrical Equipment – Safe Work Method Statement | Until the work it relates to is completed |
| Emergency Management (fire extinguishers / blanket / hose reels/ drills & debrief records) | 7 years |
| First Aid Records | 7 years (or for the life of a Work Injury Claim) |
| Hazard Reports | 7 years |
| Hazard Register | 7 years |
| Hazardous Chemical Register | 7 years |
| Health Monitoring Records | 30 years after the record is made mentioned above do we need duplicate? Lead perhaps? |
| Health & Safety Representatives | Health & Safety Representatives nomination, ballot and election forms must be retained for at least 1 year |
| High Risk Work – evidence of license  | 1 year after completion of work |
| Induction Checklists | Duration of a workers employment plus 7 years |
| Injury/Incident/Near Miss Reports | 7 years (or for the life of a Work Injury Claim) |
| Maintenance Schedule Records | 7 years  |
| Minor Injury Log | 7 years |
| Meeting Minutes (WHS Committee, staff meeting, Parish Pastoral Council etc.) | 7 years |
| Notifiable Incident | At least 5 years from the day the Regulator is notified |
| Plant Register | 7 years |
| Plant/Maintenance Annual Inspection  | For the period that the plant is kept or until the person relinquishes control |
| Plant with presence sensing safeguarding systems tests/inspections | For the period that the plant is kept or until the person relinquishes control |
| Plant Registrations – lifts, boilers, anchor points | For the period that the plant is kept or until the person relinquishes control |
| Pressure Equipment | For the period that the plant is kept or until the person relinquishes control |
| Prohibition & Improvement Notices | 7 years (must be uploaded to the electronic data base) |
| Provisional Improvement Notice (PIN) | 7 years (must be uploaded to the electronic data base) |
| Rehabilitation Files | 20 years after which final payment is made in respect of the claim |
| Risk Assessments (plant, manual handling, chemicals, high risk work) | 7 years (must be reviewed at least every 5 years) |
| Risk Control Reviews | 5 years |
| Safety Data Sheets | 5 years (must be reviewed every 5 years) |
| Training Evaluation  | 7 years |
| Training Needs Analysis | 7 years |
| Training Program | 7 years |
| Training Records | Duration of a worker’s employment plus 7 years |
| Volunteer Register | 7 years |
| Waste Transport Certificates & Tracking Forms | 1 year |
| Work Injury Claim Records | 20 years after which final payment is made in respect of the claim |
| Workplace Inspections | 7 years |