



Lethbridge County Policy Handbook

EFFECTIVE: November 8, 1995 **SECTION:** 800 **NO.** 822
APPROVED BY: County Council **SUBJECT:** Records
REVISED DATE: September 23, 2008

The purpose of this policy is to ensure that a records system is in place that will enhance the County's ability to provide a safe work environment.

These records shall include but not be limited to the following:

- Defect Sheets
- Equipment Records
- Accident Record Book
- Flag Station Report Forms
- Incident Investigation
- Jubilee Insurance Accident Report Form
- Fire Extinguisher Records
- First Aid Training Records
- First Aid Kit Records
- Personal Protective Equipment
- Job Site Inspections
- Tool Box Safety Meetings
- Employee Training
- WHMIS Records
- General Safety Meetings
- Safety Non-Compliance
- Summary
- New Employee Orientation

*****THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OF O.H. & S. REGULATIONS. ALL EMPLOYEES SHOULD BE FAMILIAR WITH THE O.H. & S. ACT AND REGULATIONS.**

Chief Administrative Officer

March 6, 2014

Date