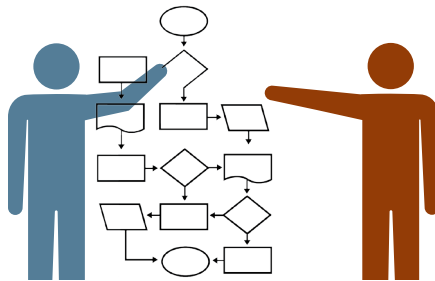# Documentation and Information Management

Documentation and Information Management is the process of:

- Collecting appropriate safety and health data for leading and lagging performance metrics.
- Establishing and maintaining appropriate safety and health management records.

How it works

Companies should establish and maintain appropriate safety and health management records as designated by senior management that include, among others:

- Safety and health policy
- Objectives
- Responsibilities
- Audit investigations
- Management reviews

The type and volume of records should reflect the size, complexity and risks of the organization. The safety and health management systems should identify those documents that require retention and maintenance.

Documentation should be developed carefully so as not to deflect resources from proactive safety and health management activities.

Flow of the Process

- Develop a documentation retention process that balances need to retain with the need to perform and improve.
- Ensure records are legible and identifiable and linked to the activities from which they derive. They should be readily retrievable and physically protected.
- Retain documents based on regulatory requirements as well as company document retention policy, as appropriate.
- Determine performance trends by looking for common or significant events and patterns in root causes, inspection records, audit action items, behavior observations, etc.

Workbook Materials For Module 18

Safety & Health Data & Records

Responsible Department: _____

    Team Leader: _____   _____

    Members: _____   _____

                      _____   _____

                      _____   _____

Document Storage and Retention:

    Document Number/Rev: _____

    Title: _____

    Department: _____

    Subject: _____

    Category: _____

    Regulatory Required: _____

        Agency: _____

    Corporate Legal Consideration: _____

    Storage Location:

        Electronic: _____

        Hard Copy: _____

    Access Clearance: _____

        Persons/Positions: _____

        Departments: _____

Document Retention:

Period: _____

Regulatory Requirement: Yes _____ No _____

Agency: _____

Archive: Yes _____ No _____

Location: _____

Destroy: Yes _____ No _____

Method: _____