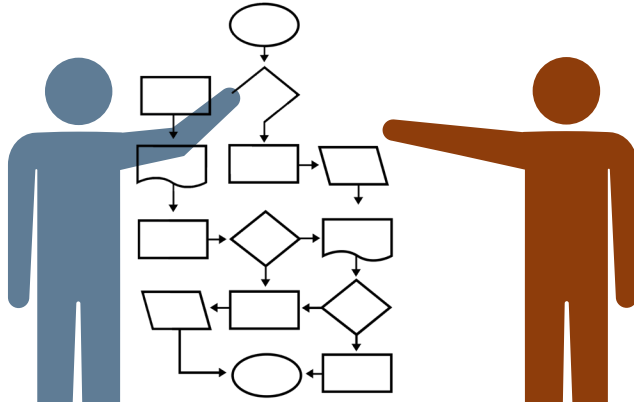# ✛18 Documentation and Information Management

Projected Implementation Date: December 2014

This module includes:

- Collecting appropriate safety and health data for leading and lagging performance metrics.

- Establishing and maintaining appropriate safety and health management records.

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.

Expectations

18.1   Develop a documentation retention process that balances need to retain with the need to perform and improve.

18.2   Ensure records are legible and identifiable and linked to the activities from which they derive. They should be readily retrievable and physically protected.

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18.3 Retain documents based on regulatory requirements as well as company document retention policy, as appropriate.

18.4 Determine performance trends by looking for common or significant events and patterns in root causes, inspection records, audit action items, behavior observations, etc.

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Regulation

Partial or full MSHA and/or OSHA regulatory requirement: ✓ Yes ☐ No

Metrics

To be determined

Resources

CORESafety resources can be found with the latest updates at:
coresafety.org/resources/module18

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Notes