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: ________________________________________________________________

Documentation and Information Management
Document Retention:

Period: _____________________________________________________________

Regulatory Requirement: Yes _______ No _______

Agency: _____________________________________________________________

Archive: Yes _______ No _______

Location: _____________________________________________________________

Destroy: Yes _______ No _______

Method: _____________________________________________________________