

OHS Records + Info that Must Be “Readily Available” at Workplace (by Jurisdiction)

JUR.	Copies of OHS Act + Regs.	JHSC + Safety Rep. Records	Haz. Subst. Records	Confined Spaces Records	Inspection + Maint. Records	Records of Worker Training + Instrux.	Other Records + Information(1)
FED	Copy of OHS Regs.		*SDS *Exposure control procedure *Asbestos records		*Last 2 inspections *HVAC inspections	*General hazard prev. training *Fall protection *Manual lifting for loads >45 kg	*Hazard Program evaluation records *Lockout + isolation records *HVAC records *Operating manuals for tools *Scaffold drawings + designs
AB	*OHS Act *OHS Regs. *OHS Code		*SDS *Code of practice for storage, handling + use of Schedule 1, Table 1 substances(1)	*Code of practice *Entry permit	*Powered mobile equipment inspex. + maint.		*Resp. protective equip. code of practice *Roof + side support system code of practice *Fall protection plan *Emergency response plan *Workplace violence plan *Workplace harassment plan *Rope access plan *Gen haz. assessment *Illness/Injury reports *Testing results + any other reports OHS Code requires *Scaffold drawings + designs
BC	*Workers’ Comp Act, Part 3 *OHS Regs.	Meetings reports (for 2 years)	*SDS *Inventory of asbestos-containing materials *Safe work procedures for cytotoxic drugs + toxic gases			*Fall protection instrux. *Manuf.’s instrux for loading, unloading + maint. storage racks	*Notice of project for construction project *Scaffold drawings + designs
MB	WSH Act		SDS	Entry permit	*Powered mobile equip. inspex., repair + maint. *Firefighting vehicle + equip. inspex.		*Copy of OHS Program *OHS exemption order *Powered mobile equipment operator’s manual from mfr. *Tire servicing manuals from manufacturer *Scaffold drawings + designs
NB			SDS		*General inspection + maintenance reports		*Copy of OHS Program *Code of practice for working alone *Fall protection code of practice *Horizontal lifeline system specs. + instrux. *Code of practice for breaking up clogs of bulk material kept in a bin, hopper or process vessel(3)
NL			SDS		*Ventilation system inspex., maint. + cleaning *Lift trucks inspex. + maint. *Elevated platform maint. + inspex.		*Lockout procedures *Mfr. instrux. for safely operating powder-actuated tool *Scaffold drawings + designs
NS	Copy of any OHS Regs. relevant to workplace		SDS	Rescue procedure	Records of all OHS-required inspex.		*Copy of OHS program *Copy of workplace violence prevention program *Records of all OHS-required testing/monitoring *Safe work procedure for breaking up clogs of bulk material kept in a bin, hopper, tank or structure(3) *Scaffold drawings + designs
ON			SDS	Entry permit	*Results of OHS-required safety inspex. *Electrical equipment maint. at construction project	Proof of training before worker’s first use of suspended work platform system or boatswain chair	*OHS-required testing or monitoring results *Mfr. operating manuals of vehicles, machines, tools + equipment of >10 horsepower at const. project *Pre-start health + safety review exemption records
PEI			SDS				*Copy of OHS Program *Mfr. design specs for scaffold
QC			SDS	*Airborne test results *Records of safety measures for entry into confined spaces with potentially dangerous atmospheres			*Traffic control plan at construction site *Scaffolding plans + designs at construction site
SK	*Sask. Employment Act, Part III *OHS Regs.	Meeting minutes or records	*SDS *Exposure control plans *List of chemical + biological substances at workplace *Emergency response procedure for chem/bio substance spills, leaks or accumulations *Records on asbestos-containing materials *Compressed liquefied gas systems procedures + records *Cytotoxic drug exposure program	*Rescue plan	*Ventilation system inspex., maint. + cleaning *Atmosphere-supplying resp. maint. *Powered mobile equip. inspex. *Fire inspex.	*Resp. protection training + fit-testing *Powered mobile equipment operator training	*First aid register *Workplace violence policy statement *Fall protection plan *Traffic control plan *Hearing conservation plan *Lockout procedures *Emergency response plan *Patient moving program
NT + NU			*SDS *Exposure control plans *List of chemical + biological substances at workplace *Emergency response procedure for chem/bio substance spills, leaks or accumulations *Records on asbestos-containing materials *Compressed liquefied gas systems procedures + records *Cytotoxic drug exposure program	*Rescue plan	*Ventilation system inspex., maint. + cleaning *Atmosphere-supplying resp. maint. *Powered mobile equip. inspex. *Fire inspex.	Resp. protection training + fit-testing	*Workplace violence policy *Workplace harassment policy *Workplace impairment policy + procedures(4) *First aid register *Workplace violence policy statement *Fall protection plan *Hearing conservation plan *Traffic control plan *Lockout procedures *Emergency response plan *Patient moving program
YK			SDS	Entry permit	Mobile equip. inspex. + maint.		*Safe work procedure for breaking up clogs of bulk material kept in a bin, hopper or process vessel(3) *Copy of electrical safety assurances *Scaffold designs + plans *Const. safety procedures + drawings showing first aid station, emergency transport provisions + evacuation marshalling station at const. project with 2 or more employers

Notes

- (1) Doesn’t list additional records required for specialized sectors and operations such as blasting operations, diving operations and underground operations at mines, mining plants + construction sites
- (2) Includes Arsenic + arsenic compounds, Asbestos, Benzene, Beryllium, 1,3-Butadiene, Cadmium, Coal tar pitch volatiles, Ethylene dibromide, Ethylene oxide, Hexachlorobutadiene, Hydrazines, Hydrogen sulphide, Isocyanates, Lead + lead compounds, Methyl bromide, Methyl hydrazine, Perchlorates, Silica-crystalline respirable, Styrene in styrene resin fabrication, Vinyl chloride (Chloroethylene), Zinc chromate
- (3) Must be kept near bin, hopper or vessel
- (4) Northwest Territories only; no equivalent requirement in Nunavut