

4.6 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees. Includes industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03039 Rev. 1	<p><i>Employee Medical and Exposure Records</i></p> <p>Records comprising the employee medical and exposure records as defined and managed in accordance with chapter 296-802 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records concerning the health status of an employee which are made or maintained by a physician, nurse, or other health care personnel or technician; • Medical surveillance and exposure documentation; • Medical diagnosis stemming from exposure; • Audiology history records (if position puts employee at risk for hearing loss); • Industrial hygiene monitoring. <p><i>Note: For more information on requirements for retaining employee health and medical records see chapter 296-802 WAC and RCW 49.17.220.</i></p>	<p>Retain for 30 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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GS 03015 Rev. 2	<p><i>Injury Claims</i> Records relating to claims filed by employees injured on the job. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of L & I claim forms; • Accident/incident reports; • Physician diagnosis, prognosis and treatment reports; • Agency responsibility forms; • Accident Review Board case summaries; • Return to work plans (includes any ergonomic assessments or reasonable accommodation due to injury); • Other documentation related to claim. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Employee Medical and Exposure Records (DAN GS 03039)</i>; • Records covered by <i>Injury Claims – Eye Injuries (DAN GS 03016)</i>; • Records of the Department of Labor and Industries related to the claim. <p><i>Note: Retention based on 7-year requirement for injury claims (RCW 51.32.160(1)(a)).</i></p>	<p>Retain for 7 years after claim settled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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GS 03016 Rev. 1	<p><i>Injury Claims – Eye Injuries</i> Records relating to claims filed by employees with eye injuries on the job. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of L & I claim forms; • Accident/incident reports; • Physician and treatment reports; • Agency responsibility forms; • Accident Review Board case summaries; • Other documentation related to claim. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Employee Medical and Exposure Records (DAN GS 03039)</i>; • Records covered by <i>Injury Claims (DAN GS 03015)</i>; • Records of the Department of Labor and Industries related to the claim. <p><i>Note: Retention based on 10-year requirement for eye injury claims (RCW 51.32.160(1)(c)).</i></p>	<p>Retain for 10 years after claim settled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 09017 Rev. 1	<p><i>Safety Data Sheets (SDS) or Allowed Substitute Record</i> Safety data sheets or allowed substitute records identifying hazardous chemical(s) by the chemical and common names(s) and listing all ingredients which have been determined to be health hazards in accordance with WAC 296-901-14014. May include records of hazardous chemical use and analyses using exposure or medical records (WAC 296-802-20010 and WAC 296-802-20015). <i>Note: Safety Data Sheets were formerly known as Material Safety Data Sheets prior to May 2014.</i></p>	<p>Retain for 30 years after superseded <i>or</i> 30 years after chemicals are no longer used <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

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GS 03050 Rev. 0	<p>Safety Records</p> <p>Records required by the federal Occupational Safety and Health Administration (OSHA) relating to maintaining a safe workplace/environment for employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Required OSHA 300, 300A and 301 forms; • Logs and supporting documentation; • Safety and incident reports <u>not</u> part of a Labor and Industries claim; • First aid treatments provided on-site by a non-physician where no injury claim is filed. <p><i>Reference: 29 CFR 1904.33.</i></p>	<p>Retain for 5 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03051 Rev. 0	<p>Wellness Programs</p> <p>Records relating to supporting and promoting employee wellness.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Wellness campaigns and promotions, including flyers and participation information; • Classes, events and wellness activities; • Wellness incentives, prizes and awards. <p>Excludes records covered by <i>Financial Transactions – General (DAN GS 01001)</i>.</p>	<p>Retain for 2 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM