

APPENDIX D

RECORDS TO BE MAINTAINED AND AVAILABLE

The documents required to be maintained and available by the Prime Contractor will include, but will not be limited to:

- The Prime Contractor's safety program.
- All notices which the Prime Contractor is required to provide to the WCB by the WCB OHS Regulation.
- Any written summary of remedial actions taken to reduce safety hazards within the area of responsibility.
- All directives and inspection reports issued by the WCB.
- Reports on incidents and accidents occurring within the Prime Contractor's area of responsibility for which notification to the WCB is required.
- Records of all safety meetings held between contractors and their workers.
- Records of workplace safety orientation.
- Written evidence of inspections within the workplace.
- Occupational first aid records.
 - Worker training records.