

Version: Draft

Date: 18-10-2016

Overview of documents to be kept or destroyed on behalf of the Occupational Health, Safety and Environmental Coordinators.

<b>Document</b>	<b>Keep/Destroy</b>	<b>Remarks</b>
Risk Inventory and Evaluation (RIE)	K	Due to extreme values in terms of severity and risk, these are provisionally categorized as Keep (from 10 years after dismissal to 40 years after contact)
Fine-meshed Risk Inventory and Evaluations	K	Due to extreme values in terms of severity and risk, these are provisionally categorized as Keep (from 10 years after dismissal to 40 years after contact)
Reports	K	On the basis of reports, policy adjustments can follow
Drawing up decentralized policy plans with regard to working conditions, health and environment	K	BSD 60.568
Policy preparation and policy development take place via HR (centrally in University of Twente)	K	See accompanying reports
A great deal of information is recorded in E-care.	K (provisional)	The archive scan at HR will hopefully provide clarity in this matter. Following that, it may be possible to make statements

		concerning the activities mentioned above.
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## 060 University Education 1985 - [060.3]

▲ BSD: 060 University Education 1985 - [060.3]

id: 38171317 (last amended on 00-00-0000)

**578** Having the **Occupational Health and Safety** Service investigate reports of individual health problems among staff.

Period: 1985 - present

*Actor: Executive Board (00-00-0000 - present)*

University Education Act (Bulletin of Acts, Orders and Decrees 1985, 562) Art. 51(e); Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593) Art. 9.7(e), amended (Bulletin of Acts, Orders and

Basis: Decrees 1997, 117) Art. 9.2; Working Conditions Act 1980 (Bulletin of Acts, Orders and Decrees 1980, 664), amended (Bulletin of Acts, Orders and Decrees 1985, 212); Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 18.

Product: Reports.

Status: Final (Date: 26-08-2009)

Value: **Destroy 10 years after dismissal.**

▲ BSD: 060 University Education 1985 - [060.3]

id: 38171316 (last amended on 00-00-0000)

**577** Have the **Occupational Health and Safety** Service keep a list of (and to periodically examine) those employees whose work entails risks to them.

Period: 1985 - present

*Actor: Executive Board (00-00-0000 - present)*

University Education Act (Bulletin of Acts, Orders and Decrees 1985, 562) Art. 51(e); Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593) Art. 9.7(e), amended (Bulletin of Acts, Orders and

Basis: Decrees 1997, 117) Art. 9.2; Working Conditions Act 1980 (Bulletin of Acts, Orders and Decrees 1980, 664), amended (Bulletin of Acts, Orders and Decrees 1985, 212); Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 18.

Product: Reports.

Status: Final (Date: 26-08-2009)

Value: Destroy after 40 years

BSD: 060 University Education 1985 - [060.3]

id: 38171313 (last amended on 00-00-0000)

**574** Having the **Occupational Health and Safety** Service register employees' exposure to asbestos in connection to their work.

Period: 1985 - present

*Actor: Executive Board (00-00-0000 - present)*

University Education Act (Bulletin of Acts, Orders and Decrees 1985, 562) Art. 51(e); Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593) Art. 9.7(e), amended (Bulletin of Acts, Orders and

Basis: Decrees 1997, 117) Art. 9.2; Working Conditions Act 1980 (Bulletin of Acts, Orders and Decrees 1980, 664), amended (Bulletin of Acts, Orders and Decrees 1985, 212); Working Conditions Act (Bulletin of Acts, Orders and Decrees 1998, 184) Art. 20; Asbestos Decree, Art. 16.

Product: Reports.

Note in

Institutional Inclusion of report in personal file at the Occupational Health and Safety Research Report Service.

(RIO):

Status: Final (Date: 26-08-2009)

Value: Destroy 30 years after exposure.

BSD: 060 University Education 1985 - [060.3]

id: 38171314 (last amended on 00-00-0000)

**575** Having the **Occupational Health and Safety** Service measure the dangers of concentrations of lead in the air to which employees are exposed in connection to their work.

Period: 1985 - present

*Actor: Executive Board (00-00-0000 - present)*

University Education Act (Bulletin of Acts, Orders and Decrees 1985, 562) Art. 51(e); Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593) Art. 9.7(e), amended (Bulletin of Acts, Orders and Decrees 1997, 117) Art. 9.2; Working Conditions Act 1980 (Bulletin of Acts, Orders and Decrees 1980, 664), amended (Bulletin of Acts, Orders and Decrees 1985, 212); Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 20. Lead Decree, Art. 24 and 26.

Product: Measurement data.

Status: Final (Date: 26-08-2009)

Value: **Destroy 10 years after exposure.**

BSD: 060 University Education 1985 - [060.3]

id: 38171315 (last amended on 00-00-0000)

**Having the Occupational Health and Safety Service register the measures taken with 576 regard to carcinogenic substances to which employees are exposed in connection with their work.**

Period: 1985 - present

Actor: *Executive Board (00-00-0000 - present)*

University Education Act (Bulletin of Acts, Orders and Decrees 1985, 562) Art. 51(e); Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593) Art. 9.7(e), amended (Bulletin of Acts, Orders and Decrees 1997, 117) Art. 9.2; Working Conditions Act 1980 (Bulletin of Acts, Orders and Decrees 1980, 664), amended (Bulletin of Acts, Orders and Decrees 1985, 212); Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 20; Carcinogenic Substances and Processes Decree, Art. 7.

Product: Reports.

Note in Institutional Research Report (RIO): These comprise the hazards associated with the tools and machinery, equipment, substances and preparations that are being used, as well as the measures to be taken in relation to such hazards.

Status: Final (Date: 26-08-2009)

Value: Destroy after 40 years

▲ BSD: 060 University Education 1985 - [060.3]

id: 38171311 (last amended on 00-00-0000)

**572 Applying for an Occupational Health and Safety Service certificate on behalf of the internal Occupational Health and Safety Service.**

Period: 1999 - present

*Actor: Executive Board (00-00-0000 - present)*

Higher Education and Research Act (Bulletin of Acts, Orders and Decrees

Basis: 1997, 117) Art. 9.2; Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 20.

Product: Decision.

Note in

Institutional The certificate is issued by the Project Office for Occupational Health and Research Report Safety Certification.

(RIO):

Status: Final (Date: 26-08-2009)

Value: Destroy seven years after expiration of certificate.

▲ BSD: 060 University Education 1985 - [060.3]

id: 38171308 (last amended on 00-00-0000)

**569 Setting up / assigning an Occupational Health and Safety Service.**

Period: 1999 - present

*Actor: Executive Board (00-00-0000 - present)*

Higher Education and Research Act (Bulletin of Acts, Orders and Decrees

Basis: 1997, 117) Art. 9.2; Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 14.

Product: Decision.

Note in

Institutional The Occupational Health and Safety Service advises the Executive Board on Research Report occupational health and safety matters.

(RIO):

Status: Final (Date: 26-08-2009)

Value: **Keep**

BSD: 060 University Education 1985 - [060.3]

id: 38171307 (last amended on 00-00-0000)

**568** Annually determining the policy relating to occupational health and safety, health and welfare.

Period: 1985 - present

*Actor: Executive Board (00-00-0000 - present)*

University Education Act (Bulletin of Acts, Orders and Decrees 1985, 562)

Art. 51(b); Higher Education and Research Act (Bulletin of Acts, Orders and Decrees 1992, 593) Art. 9.7(b), amended (Bulletin of Acts, Orders and

Basis: Decrees 1997, 117) Art. 9.2; Working Conditions Act 1980 (Bulletin of Acts, Orders and Decrees 1980, 664), amended (Bulletin of Acts, Orders and Decrees 1985, 212); Working Conditions Act 1998 (Bulletin of Acts, Orders and Decrees 1999, 184) Art. 24.

Product: occupational health and safety plans, sickness and absenteeism plans

Status: Final (Date: 26-08-2009)

Value: **Keep**