



# Record Keeping

April 30, 2016

Quick N Quality Projects LTD  
Document Sender : Michelle Bryan

## Record Keeping

Quick N Quality Oilfield will keep all appropriate records relating to the scope of work performed. The records and statistics component of our safety program contain reports on file, summaries and statistics.

Records will be kept in order to record the frequency of inspections, safety meetings (monthly and yearly) as well as injury summaries (monthly and yearly).

Records of vehicles, mobile/hand held power equipment, and fire-fighting apparatuses, and information pertaining to them, will be located in the office. Please ask a supervisor for access to these records.

All inspection reports for the shop, office and worksites will be kept in electronic online files on [bearexcavation.com](http://bearexcavation.com)

New Employee records will be kept in Human Resources for confidentiality reasons. Copies of their recorded completion of orientation and training will be kept with the Safety Administrator, with the originals being filed with Human Resources.

All First Aid and employee warning records will be kept in the employee's personnel file with Human Resources.

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# Signature Certificate

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## Audit

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This audit trail report provides a detailed record of the online activity and events recorded for this contract.

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