



Personal Information Bank (PIB) Details

Title: Occupational Health Record

Location of Records: Occupational Health and Safety Services Office

Description: Records relating to hospital staff's (employees, volunteers and persons with practicing privileges) occupational health & safety requirements to support and maintain a safe and healthy workplace. Records may include immunization records, staff workplace occurrence reports, first aid reports, medical documentation related to inability to attend work and/or medical conditions that affect ability to work, disability management records, health records related to healthcare provided by occupational health team and information related to accommodations. Records also include reports of incidents where a staff member has been or may have been injured, occupational hygiene records including monitoring when required, in compliance with statutory obligations such as WHMIS & the Occupational Health & Safety Act, workplace exposures to chemical, physical (noise, temperature, radiation) and/or biological agents and ergonomic assessments.

Legal Authority for PIB: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s9; Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s26.

Types of Personal Information: Employee/volunteer/persons with practicing privileges names, employee numbers, SIN, date of birth, contact information test results, incident reports, medical documentation related to absence and/or accommodation needs.

Uses: Manage and respond to health and safety concerns and issues.

Users: Occupational Health & Safety Services, departmental leaders (for information other than personal health information)

Individuals in Bank: Employees/staff, those involved in an incident, and names of witnesses with respect to workplace incidents.

Retention Period: tbd