

WHS20 WH&S Record and Documentation Control Procedure

The Organisation recognises that formalising and maintaining documented policies, procedures, safe work practices and other safety/injury management related records is essential to the long-term success of its injury prevention program. The Organisation is committed to properly documenting its safety and injury management systems in order to:

- Ensure a current, consistent response to its issues.
- Support its training requirements.
- Enable an effective audit of its program for continuous improvement purposes.
- Provide demonstrable evidence of its commitment to worker safety.
- Promote awareness on what is needed to achieve the Organisations' stated policy objectives.

Responsibility

The Organisation has the responsibility to ensure that the document control procedures are followed correctly, which includes:

- The approval of documents prior to issue.
- Review and update documents as necessary.
- Identification of changes and the current revision status of documents.
- Availability of relevant versions of applicable documents at points of use.
- Documents remain legible and readily identifiable.
- Relevant documents of external origin are identified and their distribution controlled.
- Prevention of unintended use of obsolete documents, and to ensure that they are suitably identified as such if they are retained for any purpose.
- Recording all amendments to records and documents are recorded in the Amendment Register.
- Changes to all records and documents are advised to all personnel.

Document Identification

A document identification system will be established to facilitate ease of identification. All documents will include a footer on each page that identifies the:

- Document name
- Creation Date
- Review Date
- Version Number, where the first version will be Version 1
- Page number

Changes to Documents

Where workers consider that a change to controlled documents/data is necessary, they may request the change by reporting the matter to the HR Officer or a Health and Safety Representative.

The original issue of all WHS/OHS documentation will be described as **Version 1**. Any change in the revision status will be dated and that document given a new consecutive revision number. For example the first change would be labelled as Version 2, the second revision as Version 3 and so on.

The Organisation will ensure that all controlled copies are effectively updated. All changes are to be recorded in the Amendments Register (Appendix A).

Storage and Retention

The Organisations' records will be retained for the periods prescribed in the Document Register (Appendix B).

Timeframes have been established by reference to prevailing legislative requirements and recognised best practice principles.

Documents to be retained for legal or historical reasons should be identified accordingly.

Records associated with particular risk management issues may be kept for longer than the specified period at the discretion of senior management, otherwise records are to be destroyed upon reaching their retention limit.

Records will be stored in areas that guarantee, as far as is reasonably practicable, protection against any disaster such as fire or flood. In the case of fire, attention would also need to be paid to providing some protection against water damage or any other damage that could occur as a result of the immediate disaster management actions.

The records are to be kept in the locations identified on the Document Register. Care should be taken to ensure that locations chosen are accessible and situated where operations essential to the effective functioning of the system are performed.

Outdated or redundant documents shall be removed from all points of issue. Any obsolete documentation that is to be retained for legal purposes is to be identified and appropriately filed.

Documents can be retained in hardcopy or electronically.

Distribution

Procedures or rules relating to hazard and work processes will be publicly displayed for ease of reference of visual reinforcement of the Organisations' requirements.

Relevant Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*



APPENDIX A: Document Amendment Register

Amendment No.	Date of Issue	Document	Issue No.	Reason for Change



APPENDIX B: Document Register

Record Name	Frequency of Completion	Review Frequency	Person Responsible	Location e.g. office	Private and Confidential	Retention and disposal time
Document Register	Any new documents	Annual			No	7 years, unless otherwise stated
Hazard report	As required	Committee meetings/ quarterly			No	7 years, unless otherwise stated
Incident report and investigation Form	As required	Each incident			Yes	7 years, unless otherwise stated
Incident Report Forms (to enforcement authority)	As required	Each incident			No	5 years
Meeting Agendas	At least quarterly	Each meeting			No	7 years, unless otherwise stated
Minutes of Meetings	At least quarterly	Each meeting			No	7 years, unless otherwise stated
Risk Assessments	As required	Annual			No	7 years, unless otherwise stated
Risk Management Register	For each risk assessment undertaken	Annual in consultation			No	7 years, unless otherwise stated
Test and inspection records - electrical	As required by standards	Annual			No	7 years, unless otherwise stated
Vehicle Inspection Checklists	monthly	Next month			No	7 years, unless otherwise stated
Workplace Induction Checklist	New staff & annual refresher	annual			No	5 years after their creation



Record Name	Frequency of Completion	Review Frequency	Person Responsible	Location e.g. office	Private and Confidential	Retention and disposal time
Workplace Inspection Checklists	Monthly/ Quarterly	Next inspection			No	7 years, unless otherwise stated
Workstation Ergonomic Checklist	New personnel/ new equip	Annual			No	7 years, unless otherwise stated