

SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR ADMINISTRATION, DOCUMENT AND RECORD MANAGEMENT

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1. APPROVAL

Document Control			
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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.

Amendment Record			
Version	Date	Context	Section Summary of Amendments
1.0	Insert Date	To effectively develop, document and maintain (some may be hardcopy) documents and records	Original

The latest revision of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Administration, Document and Record Management	Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date

2. PURPOSE

The purpose of this procedure is to provide methods for the administration, development and maintenance of documents, in accordance with the applicable requirements and guidance of AS/NZS ISO 45001, Occupational Health and Safety Management Systems -Requirements with Guidance for Use.

3. SCOPE

This procedure applies to the requirements for document control related to the health and safety management system applied at **Insert Your Company** and is to be followed by all personnel (where appropriate).

Documents controlled by this procedure include, but are not limited to:

- The health and safety management manual.
- Documented information.
- Operational procedures, reports and forms.
- Management review minutes.
- Specifications and drawings.
- Internal and external documents.
- Emails.

4. TERMS AND DEFINITIONS

Term	Definition
Audit Evidence	Documented information, statements, records and may also include physical evidence.
Documented Information	Any information, record or other information which is necessary for the operation of processes or is required by the health and safety management system. It can include photographs, diagrams, videos, process maps, procedures and can be on any medium, i.e. paper or electronic.
Privacy	In relation to an employee, has the same meaning as it has in the Privacy Act 1988 of the Commonwealth.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs.
Record	Document(s) stating results achieved or providing evidence of activities performed.
Uncontrolled Document	An informal copy of a document for which no attempt is made to update it after distribution.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that the health and safety management system provides an appropriate mechanism for record management and ensuring that this mechanism is applied.
- The identification and collection of records and the filing, maintenance and disposal of records, as appropriate.

Supervisors are responsible for:

- Ensuring that this procedure is implemented in their area of responsibility and accountability.
- Assisting management with the maintenance of records.

Workers are responsible for:

- Completing and signing documents, as required by the procedure and taking responsibility and submitting a copy to their supervisor or other management person upon request.

6. PROCEDURES

6.1. Document and Record Management Procedure Overview

In general, record management procedures defines the requirements for the identification, storage, security, recovery and retention of records.

Insert Your Company documents and records are to be current, sufficiently comprehensive to ensure the effectiveness and efficiency and issued by an authoritative source that:

- Documents can be readily located and remain legible and dated.
- Documents are periodically reviewed, revised as necessary and approved for adequacy by document controller(s) before issue.
- Current versions of documents are available at all relevant locations.
- Obsolete documents and data are promptly removed and assured against

Documents and data are identified and retained for legal and/or management purposes.