

DOCUMENT CONTROL PROCEDURE (24) V2

PURPOSE

To ensure there is a systematic approach for creating, modifying and approving any documents relating to work health and safety.

RESPONSIBILITIES

Persons Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable:

- appropriate documents are accessible to all workers
- records are maintained for specific retention times according to legislative requirements
- an archive management system is maintained
- all records archived or stored are safe and secure
- confidentiality of documents is maintained at all times.

Officers must:

- exercise due diligence to ensure that the PCBU meets their responsibilities as above.

Workers must:

- identify and report any concerns relating to document control
- follow all reasonable document control processes and instructions.

DEFINITIONS

Definitions of terms can be found on the Catholic Safety website [here](#).

ACTIONS

CATHOLIC SAFETY HEALTH & WELFARE SOUTH AUSTRALIA (CSH&W SA)	
Document Creation	<ul style="list-style-type: none"> • CSH&W SA will create documents related to WHS based on, but not limited to, the following areas: <ul style="list-style-type: none"> ○ Legislative requirements. ○ Audits. ○ Changes to business activities and/or structure. ○ Industry regulations or Australian Standards. • Documents will be created and maintained electronically. • All documents created will have the date established and review date.
File Identification	<p>WHS documents will be identified with a header or footer to locate and ensure currency of document.</p> <p>Procedures will be identified with:</p> <ul style="list-style-type: none"> • the allocated numerical reference • the version number • the approved date • Version Control and Change History Table. <p>When published on the internet “UNCONTROLLED WHEN PRINTED” will be displayed on the front page.</p>
Procedure Review	<p>CSH&W SA procedures are reviewed:</p> <ul style="list-style-type: none"> • on a regular basis (e.g. every 3 years) • after any relevant audit • when there is a change in legislation • when there is a change in self-insurance requirements

	<ul style="list-style-type: none"> when there is a change in standards/industry practice. <p>Procedures are placed on CSH&WSA website for a period of 1 month for consultation with all stakeholders. Once complete approved procedure is placed on CSH&WSA website. All stakeholders notified by email.</p>
Records Management	<p>As procedures are reviewed the “Version Control & Change History” table will be updated to reflect the document. With any procedural change documentation must include the reason for development or change, approved by date and the next review date then signed off by CSH&WSA Executive Manager.</p> <p>All procedures will be made available in PDF format to prevent unauthorised change.</p>
Electronic Medium	<p>CSH&WSA are responsible for the development and maintenance of:</p> <ul style="list-style-type: none"> A website with current documentation, resources, Industry Standards and current legislation. An electronic program/calendar (WHS Task Manager). An electronic Incident Reporting application (Rapid Incident Reporting).

WORKSITES	
Procedure Implementation	<ul style="list-style-type: none"> Worksites will implement procedures created by CSH&W SA. Worksites may create site specific/guidance material proforma based on CSH&WSA procedures and organisational risks.
File Identification	<ul style="list-style-type: none"> Any documents at site level must be identified with name and currency. Documents must have commencement date and review date preferably in a header or footer.
Records Management	<p>Records generated may be in the form of hardcopy or electronic media. A scanned copy of a document has the same status as the hard copy, therefore can be destroyed once scanned.</p> <p>Worksites will maintain:</p> <ul style="list-style-type: none"> WHS documents as per Appendix 1 Retention Time Schedule records of WHS activities at the worksite e.g.: <ul style="list-style-type: none"> Audits. Registers e.g. asbestos, electrical Compliance Testing. <p>Document Control Register may be used to assist the worksite to track location of documents and current version.</p>
Retention of Files	As per Appendix 1 – Retention Time Schedule.
Electronic Medium	Worksites are responsible for maintaining and backing up any electronic systems for WHS records.
Storage/ Archive	<p>Records must be stored to allow preservation and in a manner identifiable for efficient and effective retrieval/ replacement by any authorised person for purposes such as:</p> <ul style="list-style-type: none"> analysis/investigation internal/external auditing evidence of legal compliance evaluation and review training needs.

	Archived documents will be retained and stored in a secure location which is accessible for retrieval should they be required (this may be on site or off site). Evidence of archiving must be retained by the worksite (e.g. indicating archive location; file or box content).
Determination of Documents to be destroyed or archived	In determining if documents are to be destroyed or archived indefinitely after the designated retention period, the following criteria must be considered: <ul style="list-style-type: none"> • the original purpose of the document • the purpose of keeping it • confidentiality and privacy • historical benefits • legislation, contractual or best practice.
Disposal	All worksites will: <ul style="list-style-type: none"> • retain documents as per Retention Time Schedule (Appendix 1) • dispose of documents when no longer required • dispose of documents according to environmental and waste management practices • maintain confidentiality and privacy.
INFORMATION, INSTRUCTION AND TRAINING	
	Inform workers of this procedure at induction.
MONITOR AND REVIEW	
	This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the Audit Procedure (7).

RELATED DOCUMENTS

External Documents

SA Work Health and Safety Act 2012
SA Work Health and Safety Regulations 2012

Internal Documents

Work Health & Safety and Injury Management Policy
CCES Procedures 1-31

APPENDICES

Appendix 1 – Retention Time Schedule

FORMS

[Document Control Register](#)



VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
5	Sector Forums	May 2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSH&WSA	18/09/2017	Procedure Review	2020

Approved for Publication: _____ Date: 18/09/2017 _____

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Appendix 1 - Retention Time Schedule

Document	Retention Time
Action Plan	Two years from the last expiry date on the each page
Asbestos Air Monitoring	30 years after the date the record is made
Asbestos Register	40 years from the date of the last entry
Asbestos related work	40 years from the date of the last entry in the record
Asbestos Health Monitoring Records	40 years after the record is made
Asbestos Training	While the worker is carrying out the work; and for 5 years after the day the worker ceases working for the person (Regulation 461)
Asbestos Notifiable Incident	At least 2 years after the incident occurs (Regulation 465)
Chemical Exposure – Health Monitoring Records	30 years after the record
Confined Space Training	7 years
Confined Space Incident	7 years
Contractor Register	7 years
Contractor Induction Records	7 years
Internal Audit	7 years from the date of the report
External Audit	7 years from the date of the report
Electrical Registers (includes T&T, RCD's)	7 years from the date of the report
Emergency Management (fire extinguishers / blanket / hose reels/ drills & debriefs	7 years
First Aid Records	7 years (or for the life of the Workers Compensation Claim)
Hazard Reports	7 years
Hazard Register	7 years
Health & Safety Representatives	Health & Safety Representatives nomination and election forms must be retained for at least 1 year
Hazardous Chemical Register	7 years
Health & Safety Representative	1 year
High Risk Work – evidence of license	1 year after completion of work
Induction Checklists	Duration of Employment plus 7 years
Injury/Incident/Near Miss Reports	7 years (or for the life of the Workers Compensation Claim)
Maintenance Schedule Records	7 years
Minor Injury Log	7 years
Meeting Minutes (WHS Committee, staff meeting, Parish Pastoral Council)	7 years
Notifiable Incidence	7 years
Plant Register	7 years

Document	Retention Time
Plant/Maintenance Annual Inspection	For the period that the plant is kept or until the person relinquishes control
Plant Registrations – lifts, boilers, anchor points	For the period that the plant is kept or until the person relinquishes control
Prohibition & Improvement Notice	7 years (must be uploaded to the electronic data base)
Pressure Equipment	For the period that the plant is kept or until the person relinquishes control
Provisional Improvement Notice (PIN)	7 years (must be uploaded to the electronic data base)
Rehabilitation Files	20 years after which final payment is made in respect of the claim
Risk Assessments (plant, manual handling, chemicals, high risk work)	7 years Must be reviewed at least every 5 years
Safety Data Sheets	5 years
Training Needs Analysis	7 years
Training Program	7 years
Training Records	Duration of a worker's employment with the PCBU plus 7 years
Training Evaluation	7 years
Volunteer Register	7 years
Waste Transport Certificates & Tracking Forms	12 months
Return to Work Claim Files	20 years after which final payment is made in respect of the claim
Workplace Inspections	7 years