

Document Control Procedures

1. Preamble

- 1.1 This document describes the way in which Occupational Health Safety and Rehabilitation documents and data are issued, receive, revised and controlled.

2. Definition

- 2.1 **OHR&S System Document Register (OHSRSDR):** A file containing the register and masters of documents and forms used in the OHS&R system, and the register is maintained by the OHS&R Unit.
- 2.2 **OHSR Manual:** A manual held and maintained by nominated staff members containing a collection of documents and forms that is pertinent to their function in the management of OHS&R Unit.
- 2.3 **Document:** Forms and/or documents deemed necessary to facilitate effective operation of the OHS&R system.
- 2.4 **Authorising Person:** Deputy Vice Chancellor
- 2.5 **Data:** Tables, schedules, matrices, etc. used in the OHS&R System.

3. Scope

- 3.1 This procedure is applicable to all documents and data pertinent to the implementation and effective operation of the Occupational Health and Safety Management System.
- 3.2 Any employee may suggest the need for a new document or a revision to an existing document. All such requests shall be directed to the OHS&R Unit.
- 3.3 The OHS&R Co-ordinator shall consider the request and, if deemed valid, co-ordinate the draft/review of the document.
- 3.4 Upon drafting/reviewing by the OHS&R Unit of the document, it shall be forwarded to the relevant stakeholders for comment. Following the drafting/review process the document will be forwarded to the appropriate areas for approval prior to issue.

- 3.5 The Authorising Person shall ensure the document is identified with respect to description, issue status, type and control status.
- 3.6 The document master shall be kept in the OHS&R System Document Register and placed on the OHS&R Units website.
- 3.8 The issue status of a document will be determined by comparison to the appropriate list or master held by the OHS&R Unit.

4. Internal Data Control

- 4.1 Distribution control of data shall be the responsibility of the OHS&R Unit who will retain the original document in the master file, OHSSDR, and forwarded a controlled copy with an accompanying memo to relevant employees who are responsible for updating their OH&S Records.

OHS&R Manual Register

OHSR Manual No.	Issued to Name and Position	Issue Date	Signature
100			
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OHSR System Document Register

Doc ID	Description	Page	Issue Date	Authority Comments
001	Introduction			
002	Policy Statement			
003	Document Control			
004	Responsibilities and Accountability Profiles			
005	Pre Placement Health Assessment			
006	Health and Safety Rules			
007	Employee Induction			
008	Hazard and Injury Notification			
009	Hazard Identification, Assessment and Control Procedures			
010	Plant and Equipment			
011	Danger Tags Installation and Removal			
012	Manual Handling			
013	Hazardous Substances			
014	Hearing Conservation			
015	Confined Spaces			
016	Safety Training			
017	Safety Committee			
018	Safety Publicity and Promotion			
019	Specialist Resources			
020	First Aid			
021	Health Monitoring			
022	Emergency Procedures			
023	Workers Compensation			
024	Occupational Rehabilitation			
025	Accident/Incident Investigation			
026	External Reporting of Accident			
027	Management Reporting Procedure			
028	Health & Safety in the Office			
029	Accident Prevention			
030	Contractor Health & Safety			

OHSR System Document Register

Doc ID	Description	Pages	Issue Date	Authority Comments
031	General Laboratory Safety			
032	Undertaking of Electrical Installation or Electrical Alteration Work & Prohibited Appliance Connection			
033	Ladder Safety Guidelines			
034	Waste Management			
035	Hazardous Wastes			
036	Environmental Procedures			
037	Environmental Purchasing			
038	Smoke Free Workplace			
039	Infectious Diseases			