Ecoplant Australia &

Seeddown Professional Planting

Document & Data Control Procedure

Policy Number:	Document No: **QPR10037**
Revision:	3
Issue Date:	09 January 2017
Revision Date:	25 November 2022

1. Purpose

The purpose of this procedure is to give guidance for development of work health and safety (WH&S) documentation and management of records. Controlled documents shall be formatted to a consistent standard, authorised at the appropriate level, accessible to appropriate personnel and subject to regular review and update.

2. Scope:

All documents and records which comprise the Ecoplant & Seeddown WH&S management system shall be subject to the requirements of document control.

3. Reference and Related Documents:

Ecoplant & Seeddown WH&S Framework Workbook

4. Definitions:

Controlled Documents	Documents which will be updated when a new revision of those documents are distributed.
Uncontrolled Documents	Documents which will not be updated when new revisions of those documents are distributed, e.g. they may have been given out for information only.
WH&S Record	A record concerning WH&S issues such as a completed inspection checklist, WH&S Committee and related minutes, risk assessment, aspect and impact assessment, incident investigation, spill containment drill, medical record and expert reports. Records may be hard copy or electronic.

5. Responsibilities

WH&S Manager	Retain controlled copies of all WH&S procedures (both electronic and paper)and a summary of incidents. Keep procedure distribution lists. Assign new document numbers and revisions. Distribute procedures as per distribution list. Archive superseded procedures.
Board of Trustee Manager (or equivalent)	Determine how records for their region will be managed, implement and monitor.
Procedure Author	Follow this procedure.

Procedure Authoriser	Ensure the document has been prepared in accordance with this procedure and the content is appropriate prior to authorisation.
Recipients of Procedures	Store received copies of procedures appropriately. Remove superseded copies of procedures.

6. Procedure

6.1 Developing New Procedures

- Prior to developing a new procedure, check that the content of the proposed procedure has not been or cannot be included in an existing procedure.
- Obtain a document number from the WH&S Manager.
- Develop a procedure distribution list in consultation with the Board of Trustees.
- Check legislative and other external requirements such as Australian Standards. Check other Ecoplant & Seeddown requirements.
- Persons who may be affected by the new procedure shall be consulted during the development of the procedure via WH&S Committees, meetings, Sharepoint and broadcast emails.
- Draft the procedure using "Policy/Procedure TEMPLATE | <Document number> | R <Review number>". The document should be marked "draft" until it is approved.
- Incorporate review comments into the procedure.
- Send the procedure and a brief summary of the drafting process (e.g. people consulted) to the person who is to authorise the document.
- Once it is authorised, forward the procedure to the WH&S Manager for distribution. Implement any training / briefing requirements for users of the new procedure.

6.2 Amending Existing Procedures

- It is vital that all amendments be made to the controlled copy and not simply added to a local copy of a procedure.
- Obtain a document revision number from the WH&S Manager. Comply with quality system requirements where applicable
- Check that the procedure distribution list is still appropriate in consultation with Regional Managers.
- Check legislative and other external requirements such as Australian Standards.
- Check other Ecoplant Australia requirements.
- All personnel who may be affected by the amended procedure shall be consulted via HSE Committees, meetings, Sharepoint and broadcast emails.
- Draft amendments to the procedure using "Policy/Procedure TEMPLATE | <Document number> | R <Review number>". The document should be marked "draft" until it is approved. It is helpful to track changes on electronic versions of documents.
- Incorporate review comments into the procedure.
- Send the procedure and a brief summary of the amendment process (e.g. people consulted) to the person who is to authorise the document.
- Once it is authorised, forward the revised procedure to the WH&S Manager for distribution.
- Implement any training / briefing requirements for users of the amended procedure.

6.3 Developing and Amending Forms

● Follow steps in 6.1 and 6.2.

6.4 Safe Work Procedures

Other documents such as safe work procedures give specific information on the operation of a piece of equipment or are applicable to one activity.
Development of these documents should follow the above process outlined in 6.1 and 6.2 however, because they are usually more locally used documents, the number of people who review the document may be reduced. Safe work procedures should refer to a "parent" procedure where applicable.

6.5 Operational Ecoplant & Seeddown Documents with WH&S Content

Some Ecoplant & Seeddown operational documents (e.g. HR procedures, procurement procedures, project documents, quality documents) may provide detailed information on WH&S matters.
Where appropriate, both the operational document and the WH&S procedure shall refer to each other.

6.6 Records Management

WH&S records include:
● WH&S Committee minutes
● Management review meeting minutes Licenses / Permits
● Archive of obsolete documents
● Training and induction records
● Records of monitoring of objectives, targets and WH&S plans Risk register
● Audit reports
● Completed inspection checklists
● Completed incident and non-conformance reports

SDS
● Maintenance records
● Risk assessments
● Testing records (e.g. noise surveys)
● Health surveillance records (e.g. audiometric testing). Health surveillance records of individuals shall be kept private and confidential.

The WH&S Manager shall maintain central summary incident records and WH&S procedure documents. The Board of Trustees or program sub committees shall determine how other records are maintained in their region.
Electronic copies of records relating to health and safety management must be backed up effectively to avoid the loss of data. Once backed up, these records need to be traceable in the event of loss of the original data.

Hard copy WH&S records shall be properly indexed and filed to ensure they can be readily located and retrieved.
All hard copy records should be protected from damage, loss and deterioration over time.

WH&S records shall be retained for a minimum period of 15 years. Asbestos related records shall be retained indefinitely.