OHS RECORDS MANAGEMENT PROCEDURE

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PURPOSE

This procedure provides a summary of the requirements for OHS records management at Ecoplant & Seeddown in accordance with the legislation outlined in section 7.1 of this document, the University Records and Archives policy and with Standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use and OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements.

1. SCOPE

The procedures for OHS records management are a requirement for all Australian campuses of Ecoplant & Seeddown.

2. ABBREVIATIONS

EPA Environmental Protection Authority

OHS Occupational health and safety

OH&S Occupational Health & Safety

PROS Public Record Office

3. DEFINITIONS

Definitions specific to this procedure are provided below.

    3.1. REFERENCE DOCUMENT: The OHS procedure that generates the record.

    3.2. RETAINMENT PERIOD: The period of time that the record needs to be kept for.

4. DOCUMENT CONTROL REGISTER

4.1. A master WH&S document control register shall be maintained by the Management Team for all system documentation created or modified.

The Civil Safety System Register will include the following:
- Document Title
- A link to the document on Google Drive
- Review Number
- Date Reviewed
- Reasons/Comments for creation/review
- Upcoming review date
- Comments

5. OHS RECORDS MANAGEMENT AT ECOPLANT

5.1. RECORDS TO BE KEPT BY ECOPLANT

A summary of the requirements for OHS records management is provided in the tables below.

Records	Retainment Period	Further Comment
Documentation relating to incident management (including incident reports)	7 years	
Minutes of OHS meetings	10 years	
Risk assessments	Until review, or at least 3 years	
Training records of OHS training provided by unit/entity, including: • Attendees • Short description of training content	7 years, or for as long as the staff member is employed	
Records of completion of workplace inspections	10 years	
Records of audits, including: • Self-audits • internal audits • external audits • certification audits	7 years	

Records of corrective actions taken and controls used to address system or procedural deficiencies and non-conformances	7 years	
List of registered plant and equipment	10 years after plant is disposed of or decommissioned	List must be kept current
Records of inspection and testing of electrical equipment, including: • a register of all electrical equipment;	10 years	Inspection, testing, tagging & repair of electrical equipment –
Completed Job Safety Analysis	3 years	
Completed work permits	5 years	
List of registered plant and equipment	10 years after plant is disposed of or decommissioned.	List must be kept current
Working documents (electronic files)	5 years	
Email	Indefinitely	
WorkSafe entry reports	10 years	
Training records of training provided, including: • Attendees • Short description of training content	7 years	
Training course evaluation sheets	2 years	

6. DESTRUCTION OF OHS RECORDS

6.1. CONFIDENTIAL DOCUMENTS

6.1.1. The following types of documents must be disposed of by shredding or by placing in confidential waste bags or bins to be shredded or deleted permanently from hard drive/ cloud:

• Confidential documents;

• Documents that contain any identifying details of staff and/or students;

        • Financial documents.

6.1.2. Shredded documents must then be recycled.

6.2.   NON-CONFIDENTIAL DOCUMENTS

6.2.1. All types of documents other than those listed in 6.1.1 may be disposed of via paper recycling bins.

7. REVIEW

7.1.   Annual