

JG King Projects OHS Policy & Management Plan

Records Register: Form No. 062

Record	Storage Location	Accessibility	Retention Period	Custodian – Record keeper
Chemical Risk Assessments	Site Office (Electronic)	All employees	30 years	OHS&E Manager
Conflict Resolution	Main Office Admin (Electronic or Hardcopy)	Site Manager & Parties involved.	Length of Project or Occupancy or until resolution whichever is greater.	Site Manager
Contract Management Review	Main Office Admin (Hardcopy File)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
Designated Workgroups	Main Office Admin (Electronic)	All employees	Indefinite	OHS&E Manager
Electrical Equipment & Testing Register	Site or Occupancy Admin (Hardcopy file)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	Site Manager
Emergency Procedures & Plan	Main Office Admin (Electronic)	All employees	Length of Project or Occupancy	OHS&E Manager
Environmental reports	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	OHS&E Manager
First Aid Register	Site Office or Occupancy (Hardcopy File)	Everyone	Length of Project or Occupancy	Site Manager

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Hazard Report Forms	Site or Occupancy Admin (Hardcopy file)	All employees	Length of Project or occupancy	OHS&E Manager
Hazardous Substances & Dangerous Goods register	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	OHS&E Manager
Health and Safety Committee Minutes	Site or Occupancy Admin (Electronic)	All employees	Length of Project or Occupancy	OHS&E Manager
Health and Safety Representatives Nomination & Election Forms	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	OHS&E Manager
Health Surveillance Records (C)	Main Office Admin (Electronic)	Site Manager & Individual Tested.	30 years	OHS&E Manager
Incident/Accident/Near Miss Investigation Reports	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	10 years	OHS&E Manager
Incident/Accident/Near Miss Reports	Site or Occupancy Admin (Hardcopy)	Site Manager Site Supervisor HSR	10 years	OHS&E Manager
Internal/External Audit Records	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	OHS&E Manager
Issue Resolution Records (If any)	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	3 years	OHS&E Manager
Licences for OH&S purposes	Main Office Admin (Electronic) Personal Files	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager

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Management Review Records	Main Office Admin (Electronic)	Area Manager Site Manager	Indefinite	Area Manager
Manual Handling Assessments	Main Office Admin (Electronic or Hardcopy)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
Material Safety Data Sheets	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR Employees	Indefinite	OHS&E Manager
Monitoring of Dust(non asbestos)	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	5 years	OHS&E Manager
Monitoring of Fumes, Solvent vapours	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	20 years	OHS&E Manager
Monitoring of Noise Levels	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	20 years	OHS&E Manager
Permits to Work	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	1 year	OHS&E Manager
Plant and Equipment Maintenance Records	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
Plant Hazard Identification, Assessment and Control Records	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
Plant Registration records	Site Office or Occupancy	Site Manager	AS per legislation	OHS&E Manager

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	(Hardcopy)	Site Supervisor HSR	or Relevant Aust. Std.	
Pre Placement Medicals (C)	Main Office Admin Personal file (hardcopy)	Site Manager & Individual only.	30 years	OHS&E Manager
Register of Injuries Illness and Disease	Site Office or Occupancy (Hardcopy File)	Everyone	10 years	Site Manager
Rehabilitation Records	Main Office Admin Personal file (hardcopy)	Site Manager Site Supervisor Individual HSR if agreed	20 years	OHS&E Manager
Return to Work Plans	Main Office Admin Personal file (hardcopy)	Site Manager Site Supervisor Individual HSR if agreed	Indefinite	OHS&E Manager
Risk Control Register	Main Office Admin (Electronic or Hardcopy)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	OHS&E Manager
Training Records for Health and Safety	Personal file (hardcopy)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
Training Register	Main Office Admin(Electronic)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
WorkCover Claims	Main Office Admin (Hardcopy)	Site Manager Site Supervisor HSR	30 years	OHS&E Manager
Workcover	Main Office Admin(Electronic)	Site Manager Site Supervisor	Indefinite	OHS&E Manager

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Communications/Improvement Notices		HSR		
Workcover Improvement Notices	Site Office or Occupancy (Hardcopy File)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
Workcover Incident Notifications	Main Office Admin(Electronic)	Site Manager Site Supervisor HSR	Indefinite	OHS&E Manager
WorkCover Information/Alerts	Main Office Admin (Electronic or Hardcopy)	Everyone	Indefinite	OHS&E Manager
WorkCover Medical Assessments	Main Office Admin (Electronic or Hardcopy)	Site Manager Individual	30 years	OHS&E Manager
Workplace Inspection/Checklists Reports	Site Office or Occupancy (Hardcopy File)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	Site Manager
Worksite Induction Records	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	Site Manager