

## Records Management Procedure

### Purpose

To outline the records maintenance requirements for health, safety and environmental records. These requirements are designed to meet any standards imposed upon the organisation by legislation, Australian Standards, Insurance Companies, customers and other relevant bodies.

### Definitions

- **Responsible Person:** Refers to the person/job title of those who are responsible for the retention of the record
- **Accessibility:** Lists the person/job title of those who are able to access the record
- **Storage:** Details the storage location type (eg hardcopy file or Electronic)

### Legislation

eg. OHS Act 2004, Section 21 (4) (b) & 31 (3)  
OHS 2007 Regulations  
DG Act 1985, Section 30  
DG Storage & Handling Regulations 2000; Reg. 402 (3), 403, 419, 445,  
Accident Compensation Act 1985

### Procedure

1. Records relating to the health and safety of employees and to the activities of the organisation shall be identified, collected and retained for the appropriate period of time and in a manner which protects their respective confidentiality.
2. Responsibility will be allocated for the retention of each identified record type.
3. Responsible persons will also ensure that access to each record is confined to the persons identified and authorised to do so.
4. A register, Form No. XXX, will be prepared and kept up to date which identifies all record types, and the storage and retention requirements.

### Responsibility

It shall be the responsibility of the OHS Manager to implement this procedure and ensure the register is kept up to date.

### Audit Records

Current list of records kept by the organisation (This Form)

**Form No. 062 – Records Register**

The following is a list of records for OHS purposes. Further records should be entered as they are identified. Ensure that appropriate confidentiality requirements are met and persons are appointed to retain these records in a secure location. All electronic records accessible to all individuals should be secured by the responsible person. i.e “Read Only”. Note the OHS&E Group Manager shall have access to all records except for those considered confidential. Permission to access records marked confidential (C) must be given by the respective individual.

<b>Record</b>	<b>Relevant Yes/No</b>	<b>Storage Location</b>	<b>Accessibility</b>	<b>Retention Period</b>	<b>Custodian - Person Responsible</b>
<b>Asbestos Register</b>	Yes	Site Office (Electronic & Hard Copy File)	Site Manager Site Supervisor HSR	Indefinitely	
<b>Atmospheric Monitoring</b>	Yes	Site Office (Electronic)	Site Manager Site Supervisor HSR	30 years	
<b>Audiometric Testing (C)</b>	Yes	Main Office Admin (Personal Hardcopy File)	Site Manager & Individual Tested.	30 years	
<b>Chemical Risk Assessments</b>	Yes	Site Office (Electronic)	All employees	30 years	
<b>Confined Space Entry Permits</b>	Yes	Site Office (Hardcopy File)	All employees	One Month or Length of Project or Occupancy whichever is the longer.	
<b>Contract Management Review</b>	Yes	Main Office Admin (Hardcopy File)	Site Manager Site Supervisor HSR		

<b>Record</b>	<b>Relevant Yes/No</b>	<b>Storage Location</b>	<b>Accessibility</b>	<b>Retention Period</b>	<b>Custodian - Person Responsible</b>
<b>Dangerous Goods Manifest</b>	No				
<b>Designated Workgroups</b>	Yes	Main Office Admin (Electronic)	All employees	Indefinite	
<b>Electrical Equipment &amp; Testing Register</b>	Yes	Site or Occupancy Admin (Hardcopy file)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	
<b>Emergency Procedures &amp; Plan</b>	Yes	Main Office Admin (Electronic)	All employees	Length of Project or Occupancy	
<b>Environmental reports</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	
<b>Hazard Report Forms</b>	Yes	Site or Occupancy Admin (Hardcopy file)	All employees	Length of Project or occupancy	
<b>Hazardous Substances &amp; Dangerous Goods register</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	<b>OHS Manager</b>
<b>Health and Safety Committee Minutes</b>	Yes	Site or Occupancy Admin (Electronic)	All employees	Length of Project or Occupancy	
<b>Health and Safety Representatives Nomination &amp; Election Forms</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	
<b>Health Surveillance Records (C)</b>	Yes	Main Office Admin (Electronic)	Site Manager & Individual Tested.	30 years	
<b>Incident/Accident/Near Miss Reports</b>	Yes	Site or Occupancy Admin (Hardcopy)	Site Manager Site Supervisor	10 years	

Record	Relevant Yes/No	Storage Location	Accessibility	Retention Period	Custodian - Person Responsible
			HSR		
<b>Internal/External Audit Records</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	
<b>Incident/Accident/Near Miss Investigation Reports</b>	Yes	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	10 years	
<b>Issue Resolution Records (If any)</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	3 years	
<b>Licences for OH&amp;S purposes</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Indefinite	
<b>Manual Handling Assessments</b>	Yes	Main Office Admin (Electronic or Hardcopy)	Site Manager Site Supervisor HSR	Indefinite	
<b>Material Safety Data Sheets</b>	Yes	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR Employees	Indefinite	
<b>Monitoring of Dust(non asbestos)</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	5 years	
<b>Monitoring of Fumes, Solvent vapours</b>	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	20 years	
<b>Monitoring of Noise Levels</b>	Yes	Main Office Admin	Site Manager	20 years	

Record	Relevant Yes/No	Storage Location	Accessibility	Retention Period	Custodian - Person Responsible
		(Electronic)	Site Supervisor HSR		
Noise Risk Assessments	Yes	Main Office Admin (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	
Permits to Work	Yes	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	1 year	
Plant and Equipment Maintenance Records	Yes	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	Indefinite	
Plant Registration records	Yes	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	AS per legislation or Relevant Aust. Std.	
Plant Hazard Identification, Assessment and Control Records	Yes	Site Office or Occupancy (Hardcopy)	Site Manager Site Supervisor HSR	Indefinite	
Pre Placement Medicals (C)	Yes	Main Office Admin Personal file (hardcopy)	Site Manager & Individual only.	30 years	
Rehabilitation Records	Yes	Main Office Admin Personal file (hardcopy)	Site Manager Site Supervisor Individual HSR if agreed	20 years	
Return to Work Plans	Yes	Main Office Admin Personal file (hardcopy)	Site Manager Site Supervisor Individual	Indefinite	

Record	Relevant Yes/No	Storage Location	Accessibility	Retention Period	Custodian - Person Responsible
			HSR if agreed		
<b>Signage Assessment Reports</b>	Yes	Main Office Admin(Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	
<b>Training Records for Health and Safety</b>	Yes	Personal file (hardcopy)	Site Manager Site Supervisor HSR	Indefinite	
<b>Training Register</b>	Yes	Main Office Admin(Electronic)	Site Manager Site Supervisor HSR	Indefinite	
<b>WorkCover Claims</b>	Yes	Main Office Admin (Hardcopy)	Site Manager Site Supervisor HSR	30 years	
<b>Workcover Communications</b>	Yes	Site Office or Occupancy (Electronic or Hardcopy File)	Site Manager Site Supervisor HSR	Indefinite	
<b>Workcover Improvement Notices</b>	Yes	Site Office or Occupancy (Hardcopy File)	Site Manager Site Supervisor HSR	Indefinite	
<b>Workcover Incident Notifications</b>	Yes	Site Office or Occupancy (Hardcopy File)	Site Manager Site Supervisor HSR	Indefinite	
<b>WorkCover Information/Alerts</b>	Yes	Main Office Admin (Electronic or Hardcopy)	Everyone	Indefinite	
<b>WorkCover Medical Assessments</b>	Yes	Main Office Admin	Site Manager	30 years	

Record	Relevant Yes/No	Storage Location	Accessibility	Retention Period	Custodian - Person Responsible
		(Electronic or Hardcopy)	Individual		
<b>Register of Injuries Illness and Disease</b>	Yes	Site Office or Occupancy (Hardcopy File)	Everyone	10 years	
<b>First Aid Register</b>	Yes	Site Office or Occupancy (Hardcopy File)	Everyone	Length of Project or Occupancy	
<b>Workplace Inspection/Checklists Reports</b>	Yes	Site Office or Occupancy (Hardcopy File)		Length of Project or Occupancy	
<b>Risk Control Register</b>	Yes	Site Office or Occupancy (Electronic)	Site Manager Site Supervisor HSR	Length of Project or Occupancy	Site Supervisor
<b>Conflict Resolution (C)</b>	Yes	Main Office Admin (Electronic or Hardcopy)	Site Manager & Parties involved.	Length of Project or Occupancy or until resolution whichever is greater.	Site Manager
<b>Management Review Records</b>	Yes	Main Office Admin (Electronic)	Area Manager Site Manager	Indefinite	Area Manager
<b>OHS Strategy Plan</b>	Yes	Main Office Admin (Electronic)	Area Manager Site Manager	Indefinite	Area Manager