

PART 27

**RECORDS
MANAGEMENT**

27. Records Management Procedure

27.1 Purpose

The purpose of this procedure is to outline JG King Project's records maintenance requirements for health, safety and the environment. These requirements are designed to meet any standards imposed upon the organisation by Legislation, Australian Standards, Insurance Companies, Statutory Bodies, Industry Bodies, Customers and other relevant parties.

27.2 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)

27.3 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

27.4 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. A Records Register, Form No. 062, which identifies all relevant record types, and the storage and retention requirements, will be prepared and kept up to date by the OHS&E Manager..
3. The minimum specified period for QHS&E records in the OHS&E records Master List shall take into account statutory and regulatory requirements and the need to provide commercial protection.
4. Responsibility will be allocated for the retention of each identified record type.
5. The responsible person (Custodian) shall ensure that OHS&E records are readily retrievable by maintaining a secure filing space.
6. Responsible persons will also ensure that access to each record is confined to those persons identified and authorised to do so.
7. When OHS&E record files are full, the appropriate Custodian (Record Keeper) shall ensure that files are archived in boxes that are clearly identified and labelled with the following as a minimum:
 - ⊗ Dates covered ie: from and to
 - ⊗ Contents
8. The order of archived records shall be arranged annually (month of February), by either the OHS&E Manager, or a person nominated by the OHS&E Manager.

9. Records at the end of their retention period shall be removed from the archive area and disposed of in a secure and environmentally appropriate manner.

27.5 Responsibility

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

27.6 Audit Records

Current list of records kept by the organisation Form No. 062 Records Register

27.7 Records Register

The following is a list of records for OHS&E 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 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.