

Part 28

DOCUMENT CONTROL

Document Control Procedure

28.1 Preamble

This document describes the way in which Occupational Health Safety and environment documents and data are issued, received, revised and controlled.

28.2 Definitions

OHS&E Master File:

A file containing the register and masters of documents and forms used in the OHS&E management system maintained by the OHS&E Manager.

OHS&E Policy & Management Plan manual:

A manual held and maintained by nominated staff members containing a collection of documents and forms that is pertinent to their function in the management of OHS&E.

Document:

Forms and/or documents deemed necessary to facilitate effective operation of the OHS&E management system.

Authorising Person:

The Managing Director shall be the authorising officer or the Services Manager in his absence.

Data:

Tables, schedules, matrices, etc. used in the OHS&E management system.

28.3 Scope

3.1 This procedure is applicable to all documents and data pertinent to the implementation and effective operation of the Occupational Health and Safety & Environment Policy & Management Plan.

28.4 Document Amendment Procedure

Any employee may suggest the need for a new document or a revision to an existing document. All such requests shall be directed to the OHS&E Manager.

The OHS&E Manager shall consider the request and, if deemed valid, co-ordinate the draft/review of the document.

Upon drafting/reviewing of the document by the OHS&E Manager, it shall be forwarded to the relevant stakeholders for comment. Following the drafting/review process the document will be forwarded to the appropriate areas for approval prior to issue.

The Authorising Person shall ensure the document is identified with respect to description, name, revision number, revision date, amendment summary and control status.

The document master shall be kept in the OHS&E document file and placed on the OHS&E intranet website.

The revision status of a document will be determined by comparison to the appropriate list or master held by the OHS&E Manager.

28.5 Internal Document Control

A single master document for all OHS&E controlled documents will be held by the OHS&E Manager. These shall be kept in the OHS&E Managers office in a secure place so no one can tamper with the master copies.

The master may be digital, hardcopy or a combination of both. If the master copy is digital it may be store in a directory titled "Master Documentation". Access to the master documents shall be password protected allowing "read only copies" to be displayed. If the master is a hard copy, you could stamp the document with "Master" so that it can be readily identifiable as the master.

A Document Control Register (Form No. 000) shall be maintained by the OH&E Group Manger.

Distribution control of data shall be the responsibility of the OHS&E Manager who will retain the original document in the master file and forwarded a controlled copy with an accompanying memo to relevant employees who are responsible for updating their OHS&E documentation. Document distribution information is contained in Form 058.

Obsolete documents are to be removed promptly from points of use, or otherwise assured against unintended use.

Documents and data that need to be archived for legal or knowledge preservation purposes shall be maintained by the OHS&E Group Manager and kept as per the records management procedure.

A separate document amendment register for the OHS&E Policy & Management Plan (this document) is to be maintained by the OHS&E Manager as per Form No. 071 following.

Document Amendment Register - Form No. 071

This document is to be reviewed on an annual basis or when there is significant change to the Legislation which is applicable to the purposes of this manual. The Document Amendment Register is to be endorsed when these changes occur. The Document Amendment Register and the sections requiring amendment will be issued separately to each holder of JG King Projects Occupational Health a Safety Policy and Management Plan.

Section	Revision Detail	Page No.	Date of Revision	Revision No.
Management's OHS&E Policy	Occupational Health and Safety Review Policy Occupational Health and Safety Review Procedure Record Keeping	2 of 3 3 of 3 3 of 3	Oct. 2008	No.2
Part 1 – Introduction	Update	1 - 2	Oct. 2008	No.2
Part 2 – Principles of Health and Safety Protection	-	1 - 1	Feb. 2006	No.1
Part 3 – OHS&E Responsibilities	Purpose Scope Record Keeping	1 – 8	Oct. 2008	No.2
Part 4 –Contractor Management	New Section Form No.001 – Contractor's Safety Compliance Questionnaire	1 – 6	Oct. 2008	No.2
Part 5 – Occupational Health and Safety Training	Update Form No.003 – On-site Induction Training Form	1 - 6	Oct. 2008	No.2
Part 6 – Site Specific OHS&E Management	New Section	1 – 21	Oct. 2008	No.2
Part 7 – Hazard Identification	New Section Form No.016 – Hazard identification Checklist Form No.017 – Risk Matrix Form No.018 – Risk Identification Register Form No.022 – Manual Handling Identification Worksheet Form No.023 – Manual Handling Risk Assessment Worksheet Form No.024 – Manual Handling Risk Control Worksheet	1 – 30	Oct. 2008	No.2
Part 8 – High Risk Construction Work	New Section Form No.025 – Safe Work Method Statement Worksheet Form No.026 – Safe Work Method Statement Register	1 - 7	Oct. 2008	No.2
Part 9 – Safe Work Procedure Guidelines	-	1 - 3	Feb. 2006	No.1
Part 10 – Working at Heights	Update Form No.028 – Working at Heights Permit	1 – 4	Oct. 2008	No.2
Part 11 – General Hazards	Form No.031 – Mobile Scaffold Inspection Checklist		Oct. 2008	No.2
Part 12 – Personal Protective Equipment (PPE)	New Section Form No.033 – Personal Protective Equipment (PPE) Register	1 – 6	Oct. 2008	No.2
Part 13 – Noise Management	New Section	1 – 3	Oct. 2008	No.2
Part 14 – Plant and Equipment Management	Plant and Equipment Management Overview Purpose Scope Responsibilities Definition	1 – 16	Oct. 2008	No.2

	Details Preventative Measures Record Keeping			
Part 15 – Electrical Safety	Record Keeping Update of Form No.038 – Electrical Equipment, Testing and Tagging Register	1 – 10	Oct. 2008	No.2
Part 16 – Standby Emergency Procedures	Update	1 – 7	Oct. 2008	No.2
Part 17 – In the Event of An Accident	Update	1 – 7	Oct. 2008	No.2
Section	Revision Detail	Page No.	Date of Revision	Revision No.
Part 18 – On-site First Aid	New Section	1 – 3	Oct. 2008	No.2
Part 19 – Incident Notification	Update	1 – 4	Oct. 2008	No.2
Part 20 – Injury Management and Rehabilitation	Update Form No.051 – Return to Work Plan (Example Format Only)	1 – 5	Oct. 2008	No.2
Part 21 – Environmental Protection	Update	1 – 4	Oct. 2008	No.2
Part 22 – JG King Projects Workplace Policies	Update	1 – 17	Oct. 2008	No.2
Part 23 – Consultation & Communication	New Section	1 – 3	Jan 2009	No.1
Part 24 – Legislation & Application Standards	New Section	1 -2	Jan 2009	No 1
Part 25 – Auditing & Major Reviews	New Section	1 -5	Jan 2009	No 1
Part 26 – Management Improvement Plan	New Section	1 -1	Jan 2009	No 1
Part 27 – Records Management	New Section	1 - 1	Jan 2009	No 1
Part 28 – Document Control	New Section	1 – 2	Jan 2009	No.1