

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 31 – OHS&R Management System Information

1. PURPOSE

This procedure defines the requirements for the management of all relevant OHS&R information as referenced in the QSCU OHS&R management system.

2. MANDATORY REQUIREMENTS

1. All relevant documentation that comprises the QSCU OHS&R Management System i.e. policy, procedures and forms shall be uniquely identified under document control with at least a policy/procedure title, date of currency and current version.
2. A person(s) shall be nominated as responsible for maintaining a register for managing the document control process and the updating of the relevant OHS&R Management System documentation and register as required.
3. The OHS&R Management System shall be managed through a document management system i.e. Intranet or internet. It shall be made clear that any document printed from the internet or intranet is an “uncontrolled” document, or words to that affect.
4. A person(s) shall be nominated as responsible for managing the review of the relevant OHS&R Management System documentation on a periodic basis.
5. When a proposed amendment occurs to any OHS&R policy, procedure, form or relevant training material, the relevant proposed amendment to the content of any of the afore mentioned shall be highlighted so that the person(s) who are to review the proposed changes can identify the content change.
6. The proposed amendment to any content in any policy, procedure, form or relevant training material shall be reviewed and agreed to by the OHS&R Focus Group or other OHS&R team as nominated by the Company.
7. Where a substantial content change to any one of the OHS&R Management System documentation is agreed to, all relevant documentation shall be reviewed and amended accordingly.
8. Any agreed content change to any OHS&R policy, procedure form, or relevant training material shall be updated by the nominated responsible person on the internet or intranet.
9. Any substantial content amendment, that substantially changes the Company's OHS&R requirements, shall be communicated to all staff.
10. The format of the OHS&R procedures shall contain a purpose, the mandatory requirements (that state what has to be done to comply with the QSCU OHS&R Policy and or legislative OHS&R requirements), responsibilities, reference documentation, and any relevant forms.

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11. The most current version of a procedure shall be available at any time. All copies of any OHS&R policy, procedure, form or relevant training material other than those under the controlled document management system i.e. internet or intranet shall be deemed to be uncontrolled documents.
12. Employees shall receive communication to inform them as to where they can access the most current version of the relevant agreed documentation associated with the QSCU OH&SR Management System and to ensure that all documentation required by them is the most current version prior to application.
13. OHS&R training records and records of previous superseded agreed QSCU OHS&R Management System documentation shall be retained indefinitely.
14. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Senior Management

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION