

	<u>DOCUMENT TITLE</u> Safe Document Storage Policy and Procedure	
	OH&S <u>Document Number</u> <u>-PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: B&L Safety Solutions

POLICY:

In ensuring that OHS Document control meets the requirements of the OHS Act 2000, N0 40 and the OHS Regulations 2001 N0 648,shall immediately implement this policy, management and employees commitment is demonstrated by the following procedures:

PROCEDURES**6. Document approval and issue:**

6.1.1 Occupational Health and Safety (OH&S) documentation issued by management concerning matters that effect, policy or safety issues or matters that concern personnel will be issued with the following:

- Date of issue;
- Status;
- Authorisation;
- Document modification date if different to date of issue; and
- Distribution list.

6.1 General information and documents:

- will be distributed on a need to know basis.
- documentation received on new products, or information on procedural safety, is to be distributed to the relevant work locations immediately.
- when a new substance/product is involved, refer to section 14 (Occupational Health and Safety Purchase Checklist - Goods)

6.2. Occupational Health and Safety reference material:

..... has an Occupational Health and Safety Library which is assessable to all employees. The library covers all areas and operational sections relevant to Wesley Electrical Services operations and services and consists of;

- Acts • Regulations • Codes of Practice • Australian/New Zealand Standards**
- Occupational Health and Safety Program • Occupational Health and Safety Policy**

The Occupational Health and Safety Library will be maintained by the Office OHS Representative and General Management.

..... also maintains OHS documents for its apprentices/trainees on request

- All relevant OHS documents will be archived and are accessible to authorised personnel.
- Any product information or procedural safety data may be accessed via this storage system.
- This storage documentation will be regularly updated and reviewed as required.

To maintain currency and relevance of information

- All Occupational Health and Safety documents are dated
- Managers/Supervisors and relevant Office staff are to remove obsolete or out of date Occupational Health and Safety documentation from all points of issue (e.g. notice boards) or places of implementation
- All relevant documents will be subject to review on a regular basis.

6.3 Written notifications of changes will be circulated to the relevant areas upon completion by the person who initiated said changes.

6.4 All changes to occupational Health and Safety documents will be noted in the relevant documents or in an attachment, with a notation to that effect.

6.5 All Occupational Health and Safety documentation will be subject to document control and listing, to ensure identification of current documents and to ensure out dated and obsolete documentation is not used.

All managers and supervisors must be notified immediately of any changes to relevant Occupational Health and Safety documentation to ensure all documents are current.

MANAGER

Signature.....

Date.....

