

Monash University Procedure

Procedure Title	OHS Document Control & Retention Procedure
Parent Policy	OHS Policy
Date Effective	June 2018
Review Date	June 2021
Procedure Owner	Manager, OH&S
Category	Operational
Version Number	5.3
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Scope	This procedure applies to all documents required for the implementation of Monash University's OHS management system. This may include locally developed OHS policies procedures and guidelines.
Purpose	This procedure sets out the requirements for document control and retention under the Monash University OHS Management System.

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1. Abbreviations

OH&S	Monash Occupational Health and Safety
OHS	Occupational Health and Safety

2. Definitions

Major Change: A major change to a document has an operational impact on the academic/administrative unit.

Minor Change: A minor change includes formatting and changes derived from major changes to other documents. A minor change does not have an operational impact on the academic/administrative unit.

3. Document control procedures

3.1. Document identification

3.1.1. Document Title

3.1.1.1. Every OHS-related policy, procedure, guideline and tool requires the following in the heading:

- Document title, including the type of document (procedure, guideline etc.); and
- The month and year that the document was approved for implementation.

3.1.2. Document Footer

3.1.2.1. Every OHS-related policy, procedure, guideline or tool requires the following items in the footer:

- Document name (including version number);
- Responsible Officer/Committee: e.g. Dean/Faculty Executive Committee;
- Date Effective: the month and year the document was implemented;
- Date of next review: the month and year the document is due for cyclic review;
- Page number; and
- A sentence to indicate that the latest version of the document can be found on the area's intranet/website.

3.1.2.2. An example of the standard footer is displayed below:

3.2. Review of documents and document control procedures

3.2.1. OHS-related documents must be reviewed at least every 3 years.

3.2.2. Review of procedures and guidelines must include any associated tools, e.g. forms.

- 3.2.3. OHS-related documents may need to be reviewed prior to their allocated review date depending on changes to legislation, review of procedures following incidents or to ensure continuous improvement.

3.3. **Version control of documents**

- 3.3.1. A document must be identified as version 1 when it is a new document or if a document changes type, e.g. guideline to procedure.
- 3.3.2. A document must be given the next consecutive number following a major change, e.g. version 1, version 2, etc.
- 3.3.3. A minor change must be given decimal point changes with the integer of the version, e.g. version 1.1, version 1.2, etc.

3.4. **Location of documents**

- 3.4.1. Electronic versions of all OHS-related documents must be accessible on the faculty/divisional website.
- 3.4.2. The source files for the web documents must be maintained on the faculty/divisional shared drive.
- 3.4.3. Hardcopies of documents must be made available for persons not having ready access to the web site and at other times (e.g. at training courses).

3.5. **Retention of documents**

- 3.5.1. Documents must be retained in accordance with the University's [Recordkeeping Policy](#) and associated [procedure](#).

4. **Responsibility for Implementation**

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). A summary of responsibilities with respect to OHS Document Control and Retention is provided below.

Manager, OH&S: The Manager, OH&S is responsible and accountable for the OHS documents produced by OH&S and their document control and retention requirements. This responsibility includes the development, maintenance, review and evaluation of all centrally produced OHS documents.

Faculty/Divisional Executive: Members of the senior executive, deans and directors of administrative divisions are responsible for ensuring that document control and retention requirements are followed.

Heads of Academic/Administrative Units: Heads of academic/administrative units are responsible for the local implementation of this procedure in areas under their control.

Local OHS Committees: Local OHS committees are responsible for the formulation and implementation of OHS improvement strategies for the area, which may include the maintenance, review and retention of local OHS documents in accordance with this procedure.

5. **Records**

For OHS Records document retention please refer to:
[Monash University OHS Records Management Procedure](#)

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	Legislation Occupational Health and Safety Act 2004 (Vic)
Related Policies	OHS Policy University Recordkeeping Policy
Related Documents	Australian and International Standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements Monash University documents Recordkeeping: Retention and Disposal of University Records Procedures (Australia only) Monash University OHS Records Management Procedure OHS Roles, Committees and Responsibilities Procedure

6. Document History

Version	Date of Issue	Changes made to document
4	February 2013	OHS document control & retention procedure, v4
5	May 2015	<ol style="list-style-type: none"> 1. Changed document title and updated purpose and scope to reflect that this procedure now applies to locally developed documents in faculties and divisions. 2. Removed definitions that are not applicable. 3. Updated Specific Responsibilities section. 4. Removed sections on document development process and format as these are not relevant to local implementation. 5. Removed Appendix 1: OH&S process for document development 6. Added Compliance Section and updated References section.
5.1	July 2015	<ol style="list-style-type: none"> 1. Updated hyperlinks throughout to new OH&S website.
5.2	August 2017	<ol style="list-style-type: none"> 1. Updated logos in header
5.3	June 2018	<ol style="list-style-type: none"> 1. Updated hyperlinks throughout document 2. Removed the word 'local' from the document where appropriate, as this procedure applies to all documents required for the implementation of Monash University's OHS management system.