

OHS RECORDS MANAGEMENT PROCEDURE

SCOPE

The procedures for OHS records management are a requirement for all Australian campuses of Monash University.

PROCEDURE STATEMENT

This procedure sets out the requirements for OHS records management at Monash University in accordance with the legislation outlined at the end of this document, the [University Recordkeeping policy](#) and [Recordkeeping: Retention and Disposal of University Records Procedures](#).

1. Abbreviations

EPA	Environmental Protection Authority
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
MTLD	Monash Talent and Leadership Development
MUOHSC	Monash Occupational Health & Safety Committee
OGTR	Office of the Gene Technology Regulator
PROV	Public Record Office of Victoria
PROS	Public Record Office of Victoria Standards

2. Retention or Archiving of OHS Records

- 2.1 OHS records must be held in accordance with the University Record Keeping, retention and disposal of University records procedures (Australia only)
- 2.2 Non confidential local records must be held in a location not accessible by general members of the public
- 2.3 Confidential local records must be held in a secured location.
- 2.4 If records are to be retained permanently contact the University archives about transferring the records to the archives area.

3. Destruction of OHS Records

- 3.1 Confidential documents
 - Confidential documents must be disposed of by shredding or by placing them in confidential waste bins/bags
- 3.2 Non-confidential documents
 - All types of documents other than those listed in 3.1 may be disposed of via paper recycling bins.

4. OHS Records Management at Monash University

A summary of the requirements for OHS records management is provided in the tables below.

4.1 Records to be retained in the Safety and Risk Analysis Hub (SARAH)

Records	Name	Description	Required Retention Period	Monash University Disposal class	Authority Disposition Class	Monash OHS Reference Document	Disposition Rules	Comments
Hazard and incident reports	Incidents resulting in death	Accident/incident reports and supporting documentation for incidents where death of an employee or contractor has occurred as the result of an injury in the workplace or while travelling for employment purposes; or where the death of a visitor has occurred as the result of an incident on university premises. Includes accident registers.	Permanent	08.4.1	PROS 07/01 11.1.1	Managing Hazards and Incidents Procedure	Permanent Archive after administrative use is concluded.	Records are automatically stored on the SARAH system.
Hazard and incident reports	Serious Accidents and Incidents	Accident/incident reports and supporting documentation for dangerous occurrences and incidents where serious personal injury and incapacity of an employee, contractor or visitor has occurred as a result of an incident within the university, or while travelling for university purposes. Includes accident registers	50 Years	08.4.2	PROS 07/01 11.1.2	Managing Hazards and Incidents Procedure	Destroy 50 years after accident or incident occurred.	Records are automatically stored on the SARAH system.
Hazard and incident reports	Incidents less serious	Accident/incident reports and supporting documentation for incidents which do not result in serious injury to an employee, contractor or visitor, and do not involve compensation claims.	7 Years after accident/incident occurred	08.4.3	PROS 07/01 11.1.1 -11.1.5	Managing Hazards and Incidents Procedure	Destroy 7 years after all action is completed provided the individuals involved have reached 25 years of age.	Records are automatically stored on the SARAH system.
Risk assessments	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of	100 years after last action	08.5.2	PROS 07/01 11.12.1	OHS Risk Management Procedure	Destroy 100 years after date of last action.	Records are automatically stored on the SARAH system.

Records	Name	Description	Required Retention Period	Monash University Disposal class	Authority Disposition Class	Monash OHS Reference Document	Disposition Rules	Comments
		employees and where health surveillance and/or monitoring of employees is necessary.						
Risk assessments	OHS risk management - no monitoring required	Records documenting the risk management of OHS hazards where risk assessments indicate no risk to the employees and where no health surveillance and/or monitoring is required.	30 years after last action	08.5.3	PROS 07/01 11.12.2	OHS Risk Management Procedure	Destroy 30 years after last action.	Records are automatically stored on the SARAH system.

4.2 Records to be kept by academic/administrative units

Records	Name	Description	Retention Period	Monash University Disposal class	Authority Disposition Class	Monash OHS Reference Document	Disposition Rules	Further Comment
Minutes of local OHS committee meetings	OHS reviews	Records documenting the review and monitoring of OHS programs and operations. Includes documents establishing the review, final report and action plan.	10 years	08.1.1	PROS 07/01 11.9.2	OHS Roles, Responsibilities and Committees Procedure	Destroy 10 years after review has occurred.	Saved into TRIM when no longer required in unit.
Minutes of OHS consultation meetings (eg, regarding changes to the workplace, construction, renovation)	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	7 Years	08.1.4	PROS 07/01 11.6.1	OHS Consultation Procedure	Destroy 7 years after administrative use is concluded.	Master set of minutes to be saved into TRIM when no longer required in unit. Copies can be destroyed when no longer needed.
Provisional improvement notices issued by Health and	Non-compliance notices	Non-compliance notices issued under OHS legislation.	10 years	08.1.6	PROS 07/01 11.6.3	Health & Safety issue resolution procedure	Destroy 10 years after administrative use is concluded	Save notice into TRIM.

Records	Name	Description	Retention Period	Monash University Disposal class	Authority Disposition Class	Monash OHS Reference Document	Disposition Rules	Further Comment
Safety Representatives								
Training records of OHS training provided by academic/administrative unit, including: <ul style="list-style-type: none"> Attendees and Short description of training content 	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations	7 years, or for as long as the staff member is employed	08.1.4	PROS 07/01 11.6.1	OHS Induction & Training at Monash University	Destroy 7 years after administrative use has concluded.	
Records of completion of workplace inspections	Routine inspections	Records documenting routine OHS inspections carried out by WorkCover Victoria as a result of a planned program or safety dispute in the workplace; and other routine inspections of work sites. Includes inspections of hazardous substances.	10 years	08.1.2	PROS 07/01 11.8.2 & 11.8.3	OHS Monitoring Procedure	Destroy 10 years after administrative use is concluded	
Records of audits, including: <ul style="list-style-type: none"> Self-audits Internal audits External audits Certification audits 	Audits	Records documenting the planning and conduct of external and internal audits relating to the OHS function. Includes copy of final report and records documenting changes to procedures as a result of an audit.	7 years	08.1.3	PROS 07/01 11.4.1	OHS Audit Procedure	Destroy 7 years after audit undertaken	
Records of corrective actions taken and controls used to address system or procedural	Audits	Records documenting the planning and conduct of external and internal audits relating to the OHS function. Includes copy of final report and records documenting changes to procedures as a result of an audit.	7 years	08.1.3	PROS 07/01 11.4.1	OHS Audit Procedure	Destroy 7 years after audit undertaken	

Records	Name	Description	Retention Period	Monash University Disposal class	Authority Disposition Class	Monash OHS Reference Document	Disposition Rules	Further Comment
deficiencies and non-conformances								
Records of Persons who worked with a Scheduled Carcinogenic substance	Regulatory Compliance	Records documenting compliance with provisions of the OHS regulations.	30 years	N/A	OHS Regulations 2017 Regulation 175,3	Using Chemicals Procedure		
Poisons Control Plan (PCP)	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	Reviewed annually at time of permit renewal Records of review to be retained for the life of the PCP (and not less than three years) 7 Years	08.1.4	PROS 07/01 11.6.1	Purchase and Storage of Scheduled Poisons poster	Destroy 7 years after administrative use is concluded.	
Laboratory, academic/ administrative unit records of purchases of ionising radiation sources	Monitoring of hazardous substances	Records documenting environmental monitoring of hazardous substances listed in OHS legislation.	10 years	08.3.1	PROS 07/01 11.6.4	Using Ionising Radiation Procedure	Destroy 10 years after administrative use is concluded.	

Records	Name	Description	Retention Period	Monash University Disposal class	Authority Disposition Class	Monash OHS Reference Document	Disposition Rules	Further Comment
Surveys of laboratories for ionising radiation contamination	Monitoring of hazardous substances	Records documenting environmental monitoring of hazardous substances listed in OHS legislation.	10 years	08.3.1	PROS 07/01 11.6.4	Using Ionising Radiation procedure	Destroy 10 years after administrative use is concluded.	

4.3 Records to be kept by Buildings & Property Division (Projects, Planning & Services)

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ Requirement	Monash OHS Reference Document	Disposition Rules	Further comment
Contractor registration forms	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire	
Certificates of currency of contractors, e.g. workers compensation, public liability, professional indemnity	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire	
Contractor OHS induction records	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire	
Evidence of contractor competency (trade or	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire	

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ Requirement	Monash OHS Reference Document	Disposition Rules	Further comment
academic references)								
Completed Job Safety Analysis	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Completed work permits	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire	
Cooling tower registration, test, inspection & maintenance records	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	7 years	08.1.4	PROS 07/01 11.6.1	OHS Monitoring Procedure	Destroy 7 years after administrative use is concluded	
NATA test results for fume cupboards	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	7 years	08.1.4	PROS 07/01 11.6.1	OHS Monitoring Procedure	Destroy 7 years after administrative use is concluded	
List of registered plant and equipment	Hazardous equipment and stores	Records documenting the storage of hazardous equipment and stores within the university. Includes records documenting location management and stock control and identifying substance properties and details of their condition.	10	05.2.3	PROS 07/01 4.8.2	OHS Monitoring Procedure	Destroy 10 years after action completed	List must be kept current
Minutes of OHS consultation meetings, e.g. re changes to work place, construction,	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	7 Years	08.1.4	PROS 07/01 11.6.1	OHS Consultation Procedure	Destroy 7 years after administrative use is concluded	Master set of minutes to be scanned saved into TRIM when no longer required in unit. Copies can be

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ Requirement	Monash OHS Reference Document	Disposition Rules	Further comment
renovation and maintenance.								destroyed when no longer needed.
Copy of plans for construction, renovation and maintenance and correspondence containing OHS recommendations	OHS advice	Records relating to the receipt and provision of advice on the OHS function	7 Years	08.2.3	PROS 07/01 11.2.1	OHS Consultation procedure	Destroy 7 years after administrative use is concluded	

4.4 Records to be kept by Monash OH&S

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
Results of monitoring and measurement programs, corrective actions and control plans, including:	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of employees and where health surveillance and/or monitoring of employees is necessary.	100 Years	08.5.2	PROS 07/01 11.12.1	OHS Monitoring Procedure	Destroy 100 years after last action	
Results of monitoring and measurement programs, corrective actions	OHS reviews	Records documenting the review and monitoring of OHS programs and operations. Includes documents establishing the review, final report and action plan.	10 Years	08.1.1	PROS 07/01 11.9.2	OHS Monitoring Procedure	Destroy 10 years after review has occurred.	

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
and control plans, including								
Asbestos Register	Hazardous Substance Register	Hazardous substance register (including asbestos register) identifying substance properties and details of their condition.	100 Years	08.3.2	PROS 07/01 14.11.7	Asbestos Management procedure	Destroy 100 years after last entry.	
Cooling Towers	Maintenance of cooling towers	Records documenting the maintenance, repair and testing of cooling tower systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.	7 Years	05.4.5	PROS 07/01 14.11.2		Destroy 7 years after action completed.	
Noise assessment records	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of employees and where health surveillance and/or monitoring of employees is necessary.	100 years	08.5.2	PROS 07/01 11.12.1	OHS Monitoring Procedure	Destroy 100 years after last action.	
Legislation documentation for ionising radiation sources	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	7 Years	08.1.4	PROS 07/01 11.6.1	Using Ionising Radiation Procedure	Destroy 7 years after administrative use is concluded.	
Unsealed sources license documentation managed by OH&S	Regulatory Compliance	Monash University's DHHS Radiation Management License managed by OH&S.	Indefinitely		Radiation Act 2005 , Radiation Regulations 2017	Using Ionising Radiation Procedure		
Non-ionising radiation survey reports	Regulatory compliance	Records documenting compliance with provisions of the OHS Acts and regulations.	7 Years	08.1.4	PROS 07/01 11.6.1	Using Ionising Radiation Procedure	Destroy 7 years after administrative use is concluded	

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
Records of audits, including: <ul style="list-style-type: none"> • self-audits • internal audits • external audits • certification audits 	Audits	Records documenting the planning and conduct of external and internal audits relating to the OHS function. Includes copy of final report and records documenting changes to procedures as a result of an audit.	7 Years	08.1.3	PROS 07/01 11.4.1	OHS Audit Procedure	Destroy 7 years after audit undertaken	
Policy documentation	University-wide policy	Records documenting a policy, including its formulation, or functional activities, strategic planning and management matters affecting the whole university.	Permanent	07.7.1	PROS 07/01 13.1.1	OHS Document Control & Retention Procedure	Permanent Archive after administrative use is concluded	Scanned into TRIM when no longer required in OH&S
Improvement notices	Non-compliance notices	Non-compliance notices issued under OHS legislation.	10 years	08.1.6	PROS 07/01 11.6.3	Health & Safety issue resolution procedure	Destroy 10 years after administrative use is concluded.	
WorkSafe entry reports	Routine inspections	Records documenting routine OHS inspections carried out by WorkCover Victoria as a result of a planned program or safety dispute in the workplace; and other routine inspections of work sites. Includes inspections of hazardous substances.	10 years	08.1.2	PROS 07/01 11.8.2 & 11.8.3	Health & Safety issue resolution procedure	Destroy 10 years after administrative use is concluded.	
Minutes of OHS consultation meetings, e.g. regarding changes to work place, construction, renovation and maintenance,	OHS advice	Records relating to the receipt and provision of advice on the OHS function	7 Years	08.2.3	PROS 07/01 11.2.1	OHS Consultation Procedure	Destroy 7 years after administrative use is concluded	Master set of minutes to be saved into TRIM when no longer required in unit. Copies can be destroyed when no longer needed.

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
new equipment risk assessments								
Personal radiation dosimetry results (including OSL)	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of employees and where health surveillance and/or monitoring of employees is necessary.	100 Years	08.5.2	PROS 07/01 11.12.1	Using Ionising Radiation procedure	Destroy 100 years after last action	

4.5 Records to be kept by OH&S health team (confidential files)

Records	Name	Description	Retention Period	Monash University Disposal class	Authority disposal class /requirement	Monash OHS Reference Document	Disposition Rules	Further Comment
Health surveillance results	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of employees and where health surveillance and/or monitoring of employees is necessary.	100 Years	08.5.2	PROS 07/01 11.12.1	Health surveillance procedure	Destroy 100 years after last action	WorkSafe Information on Health Monitoring
Risk Assessments	OHS risk management - no monitoring required	Records documenting the risk management of OHS hazards where risk assessments indicate no risk to the employees and where no health surveillance and/or monitoring is required.	30 Years	08.5.3	PROS 07/01 11.12.2	Risk Management	Destroy 30 years after last action	Records are automatically stored on the SARAH system.
Medical consultation records	Employment history - staff exposed to hazard	Records which may or may not be part of a consolidated employment history and document personnel including employees, volunteers etc., who have had exposure to hazardous substances such as asbestos, or who were located at places identified as containing hazardous substances.	100 years	09.14.4	PROS 07/01 12.5.3 & 12.5.6	Protecting unborn and breast-fed children from the effects of maternal exposure to	Destroy 100 years after date of separation. from the University	

Records	Name	Description	Retention Period	Monash University Disposal class	Authority disposal class /requirement	Monash OHS Reference Document	Disposition Rules	Further Comment
						chemicals, biologicals, animals and radiation procedure		
Immunisation Histories	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of employees and where health surveillance and/or monitoring of employees is necessary.	100 years	08.5.2	PROS 07/01 11.12.1	Using Biologicals and Animals procedure Immunisation procedure Health Surveillance Procedure	Destroy 100 years after date of separation.	
Bioassay and internal exposure results (where collected by OH&S)	OHS risk management - monitoring required	Records documenting the risk management of all OHS hazards, including hazardous substances detailed in OHS regulations, where risk assessments indicate a risk to the health of employees and where health surveillance and/or monitoring of employees is necessary.	100 years	08.5.2	PROS 07/01 11.12.1	Using Ionising radiation procedure Protecting unborn and breast-fed children from the effects of maternal exposure to chemicals, biologicals, animals and radiation procedure	Destroy 100 years after last action.	

4.6 Records to be kept by Monash Talent and Leadership Development (MTLD)

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
Training records of training provided by MTLD, including: Attendees Short description of training content	Training Records	Records detailing administrative arrangements supporting the conduct of training courses run internally by the university. Includes processing instructions, venue bookings, hire of equipment, catering.	7 years	08.1.4	PROS 07/01 11.6.1	OHS Induction and Training Procedure	Destroy 7 years after administrative use is concluded.	Records are in the myDevelopment data base.
Training course evaluation sheets	Training Evaluation Record	Records detailing administrative arrangements supporting the conduct of training courses run internally by the university. Includes processing instructions, venue bookings, hire of equipment, catering.	2 years	09.13.2	PROS 07/01 17.7.3	OHS Induction and Training Procedure	Destroy 2 years after administrative use is concluded.	Records are in the myDevelopment data base

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

Key word	Definition
Disposal Class:	Classes of documents/records with the same retention and disposal sentence.
Reference Document:	The OHS procedure that generates the record.
Retention And Disposal Authority:	The legal authority giving instructions on how long records should be kept, whether they may be destroyed and when.
Retention Period:	The length of time that a record must be kept to satisfy the University's administrative, evidentiary and legal requirements.

GOVERNANCE

Parent policy	OHS Policy
Supporting schedules	N/A
Associated procedures	<p>Australian Standards</p> <p>AS/NZS 1894: 1997 Storage and handling of non-flammable cryogenic and refrigerated liquids</p> <p>AS/NZS 1940: 2004 Storage and handling of flammable and combustible liquids</p> <p>AS/NZS 2243.1: 2005 Safety in Laboratories - Planning and operational aspects</p> <p>2243.2: 2006 Safety in Laboratories - Chemical aspects</p> <p>2243.3: 2010 Safety in Laboratories - Microbiological safety & containment</p> <p>2243.4: 2018 Safety in Laboratories - Ionizing radiations</p> <p>2243.5: 2004 Safety in Laboratories - Non-ionizing radiations</p> <p>2243.5: 2004 Non Ionizing Radiation -Electromagnetic, sound and ultrasound</p> <p>2243.6: 2010 Safety in Laboratories - Plant and Equipment Aspects</p> <p>2243.8: 2014 Safety in Laboratories - Fume cupboards</p> <p>2243.9: 2009 Safety in Laboratories - Recirculating fume cabinets</p> <p>2243.10: 2004 Safety in Laboratories - Storage of chemicals</p> <p>AS/NZS 2982: 2010 Laboratory Design and Construction</p> <p>AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment</p> <p>AS/NZS 3000:2018 Electrical Installations (known as the AUS/NZ Wiring Rules)</p> <p>AS/NZS 3100:2017 Approval and test specification - General requirements for electrical equipment</p> <p>AS/ ISO 31000:2018 Risk Management – Guidelines</p> <p>AS 3745: 2010 – Planning for emergencies in facilities</p> <p>AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use</p> <p>OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements</p> <p>Monash University OHS Documents</p> <p>Contractor OHS Management Procedure</p> <p>Electrical Safety Procedure</p> <p>First Aid Procedure</p> <p>Health Surveillance Procedure</p>

	Immunisation Procedure OHS Audit Procedure OHS Induction & Training at Monash University OHS Roles, Responsibilities and Committees Procedure OHS Monitoring Procedure OHS Risk Management procedure OHS Document Control & Retention Procedure Managing Hazards and Incidents Procedure OHS Issue Resolution Procedure Protecting unborn and breast-fed children from the effects of maternal exposure to chemicals, biologicals, animals and radiation Procedure Using Biologicals and Animals procedure Using Chemicals Procedure Using Ionising Radiation Procedure
Legislation mandating compliance	Accident Compensation (Occupational Health and Safety) Act 1996 Crimes (Document Destruction) Act 2006 Dangerous Goods Act 1985 (Vic) Dangerous Goods (Storage and Handling) Regulations 2012 Environment Protection Act 2017 Evidence (Document Unavailability) Act 2006 Gene Technology Act 2001 Gene Technology Regulations 2011 Public Health and Wellbeing Act 2008 (Vic) Health (Infectious Diseases) Regulations 2001 Health Records Regulations 2012 Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Drugs, Poisons and Controlled Substances Act 1981 Drugs, Poisons and Controlled Substances Regulations 2017 Public Records Act 1973 Radiation Act 2005 Biosecurity Act 2015 Biosecurity Regulations 2016
Category	Operational
Endorsement	Monash University OHS Committee 17 November 2020
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 1 December 2020
Procedure owner	Manager, OH&S
Date effective	December 2020
Review date	2023
Version	5.0
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
2	November 2010	OHS Records Management at Monash University, v2
3	August 2013	<ul style="list-style-type: none"> • Changed name to OHS Records Management Procedure • Added definitions for reference document and retainment period • Modified column heading in tables from 'to be kept for' to 'retainment period'
4	August 2016	<ul style="list-style-type: none"> • Updated Purpose to reflect that this procedure aligns with the University Recordkeeping policy and procedures • Added definitions for Disposal Class and Retention & Disposal Authority • Added section to reference tables for records that will be retained in SARAH • Updated names of OHS documents in reference tables • Updated Compliance and Reference sections • Changed archiving of documents process from sending to Records and Archives to scanning into TRIM.
4.1	August 2017	<ul style="list-style-type: none"> • Updated logos in header • Updated OHS Regulations to 2017
4.2	August 2019	<ul style="list-style-type: none"> • Added links to Monash Procedures and updated any changes to titles. • Updated legislation references. • Removed Worksafe document as no longer on the Worksafe website • Updated Standards References
5	December 2020	<ul style="list-style-type: none"> • Major update of Document • Procedure updated to new Procedure template with BV Logo • Updated legislative references • Removed requirements to store records not relevant to the OHSMS from the tables • Updated the tables to clearly show the Monash University disposal class, the correlating Authority disposal class, and the disposition rules applicable to each record of information.