OHS Documents Procedure (MPF1185)

GOVERNING POLICY

This procedure is made under the Occupational Health and Safety Policy.

SCOPE

This procedure applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

This procedure describes the requirements for developing, reviewing and managing occupational health and safety management system (OHSMS) documents and records, including policies, procedures, guidance material, plans and reviews, reports, minutes and statistical data.

PROCEDURE

1. Policy and procedure development and review

1.1 The Director, OHS and Injury Management will coordinate the development and review of OHS policies and procedures in accordance with the requirements of NAT and AS 4801.

1.2 The Director, OHS and Injury Management must ensure:

- those delegated responsibility to draft OHS policies and procedures are sufficiently competent
- draft OHS policies and procedures are consistent with the Melbourne Policy Framework templates.

1.3 OHS policies and procedures must be reviewed:

- at scheduled review dates (three yearly intervals: see the OHS management system review and audit procedure)
- upon request by Occupational Health and Safety Committee (OHSC), the Vice-Chancellor or the Senior Vice-Principal
- following changes to relevant legislation and/or standards
- following changes to University operations or organisational structure(s) significantly affecting the OHS Management System
- as a result of the identification of systems deficiencies in OHSMS reviews or OHS audits.

2. Policy and procedures consultation and authorisation

2.1 The Director, OHS and Injury Management must provide a draft version of new or altered policies or procedures to OHS management representatives, Health and safety representatives (HSRs) and OHSC members for a consultation period of at least 14 days.

2.2 The Director, OHS and Injury Management must take into account feedback provided by those consulted.

2.3 Following the consultation and feedback process, the Director, OHS and Injury Management must submit draft policies or procedures to OHSC and the Administrative and Business Advisory Group (ABAG) for formal review before submitting to the Senior Vice-Principal for approval in accordance with the Melbourne Policy Framework.
2.4 Approved new or altered OHS policies and procedures are published in the Melbourne Policy Library in accordance with the Melbourne Policy Framework.

3. **Minor amendments to OHS procedures**

3.1 The Director, OHS and Injury Management may make minor amendments that do not substantially affect the operation of the procedure, such as:

- title or name changes
- reference changes, such as to legislation or standards
- correction of typographical errors.

4. **Urgent amendments to OHS procedures**

4.1 Urgent amendments to procedures may be approved as described in the Melbourne Policy Framework, on the recommendation of the Director, OHS and Injury Management and the chair of the OHSC, where substantial changes are required to ensure legislative compliance or certification and it is not reasonably practicable for the OHSC or ABAG to review the change prior to implementation.

4.2 Following any urgent procedural amendments, the Director, OHS and Injury Management must immediately initiate a formal review of the new or revised procedure in accordance with 2.1 – 2.4 above.

4.3 This section is not applicable to:

- agreed OHS consultation procedures
- agreed OHS issue resolution procedures.

5. **Guidance material**

5.1 The Director, OHS and Injury Management will coordinate the development and review of OHS alerts, bulletins and guidance in accordance with the requirements of the NAT and AS 4801.

5.2 The Director, OHS and Injury Management must ensure those delegated responsibility to draft guidance material are sufficiently competent.

6. **Budget division OHS documents**

6.1 The head of budget division or delegate may develop budget-division-specific OHS documents in consultation with the budget division OHS committee.

6.2 The head of budget division or delegate must ensure budget-division-specific OHS documents are:

- drafted by sufficiently competent person(s)
- consistent with University OHS procedures
- consistent with the University templates, including document control
- reviewed in accordance with the scheduled review date (three yearly intervals: see the OHS management system review and audit procedure).

7. **Standard operating procedures (SOPs) and OHS work instructions**

7.1 Supervisors and managers, in consultation with affected staff and students, may develop SOPs or OHS work instructions for specific tasks or operations. They may use the University SOP template.
7.2 Supervisor and managers must ensure SOPs or OHS work instructions contain suitable document control.

8. Identification and traceability of OHS documents

8.1 When developing forms and templates, the Director, OHS and Injury Management must ensure that sufficient document control and identification fields are included to allow records created using the templates to be readily identifiable and traceable.

8.2 Heads of budget division or delegates must ensure budget-division-specific forms, templates and records contain sufficient OHS document control to ensure they are readily identifiable and traceable.

8.3 Supervisors and managers must ensure local OHS forms, templates and records contain sufficient OHS document control to ensure they are readily identifiable and traceable.

9. OHS records management

9.1 The Director, OHS and Injury Management must ensure that central OHS records are managed in accordance with the Records Management Policy, related procedures and the Retention and Disposal Authority.

9.2 Heads of budget division must ensure that budget division OHS records are managed in accordance with the Records Management Policy, related procedures and the Retention and Disposal Authority.

9.3 Supervisors and managers must ensure that local OHS records are managed in accordance with the Records Management Policy, related procedures and the Retention and Disposal Authority.

RELATED DOCUMENTS

- OHS Management System Review and Audit Procedure
- Change log: OHS policy and procedure
- University SOP template [doc]
- Records Management Policy
- Retention and Disposal Authority
- Melbourne Policy Framework
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- National Self Insurer OHS Audit Tool v 2.0

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Guidance material</td>
<td>Documents and other materials providing information explaining how to implement the OHS management system or comply with legislative or other requirements.</td>
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<tr>
<td>OHS document control</td>
<td>Method of managing the development and changes to occupational health and safety (OHS) policies, procedures and other documents to ensure that current and obsolete/redundant versions are readily distinguishable.</td>
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<td>OHS work instructions</td>
<td>Written instructions for safely completing a work, research or teaching activity.</td>
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RESPONSIBLE OFFICER

The Associate Director, Health & Safety is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

IMPLEMENTATION OFFICER

The Associate Director, Health & Safety is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the Implementation Officer.

REVIEW

This procedure is to be reviewed by 31 December 2016.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
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<tbody>
<tr>
<td>-</td>
<td>OHSC</td>
<td>9 May 2012</td>
<td>18 Jun 2012</td>
<td>Merger of two separate procedures:</td>
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<tr>
<td></td>
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<td></td>
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<td>• EHS Records Management, Document And Data Control</td>
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<td></td>
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<td>• EHS Policy, Procedure</td>
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<tr>
<td>1</td>
<td>Senior Vice Principal</td>
<td>28 June 2012</td>
<td>28 June 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.</td>
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<tr>
<td>1.1</td>
<td>Associate Director, Health &amp; Safety</td>
<td>22 July 2016</td>
<td>22 July 2016</td>
<td>Withdrawn from Melbourne Policy Library 21 July 2016 following changes to the Melbourne Policy Framework (MPF)</td>
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