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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetyDOCUMENTATION requirements |

# 1 Purpose

Describes the requirements for developing, reviewing and managing the health and safety management system (HSMS) documents and records, including policies, requirements, processes, guidance material, plans and reviews, reports, minutes and statistical data.

# 2 Scope

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

# 3 Definitions

**Guidance material**

Documents and other materials providing information explaining how to implement the health and safety management system or comply with legislative or other requirements

**(Health and safety) document control**

Method of managing the development and changes to health and safety policies, procedures and other documents to ensure that current and obsolete/redundant versions are readily distinguishable.

**(Health and safety) work instruction**

Written instructions for safely completing a work, research or teaching activity.

# 4 Requirements

## 4.1 Health and safety documentation development and review

### 4.1.1 Policy

Health and safety policies will be developed, in accordance with the requirements of the University of Melbourne [Policy Framework (MPF1308)](https://policy.unimelb.edu.au/MPF1308) taking into account:

* relevant health and safety legal requirements
* NAT v3 (National Self-Insurer OHS Management System Audit Tool)
* AS/NZS 4801
* OHSAS 18001
* commitment to the health and safety of all employees, students, contractors and others

### 4.1.2 Requirements, processes and other documentation

The Director, Health & Safety (or delegate) will coordinate the development and review of health and safety documentation, including requirements, processes and other documentation, in accordance with the requirements of:

* relevant health and safety legal requirements
* NAT v3 (National Self-Insurer OHS Management System Audit Tool)
* AS/NZS 4801
* OHSAS 18001
* commitment to the health and safety of all employees, students, contractors and others

The Director, Health & Safety must ensure that those delegated responsibility to develop and review health and safety documentation are sufficiently competent.

### 4.1.3 Review

Health and safety policies, requirements, processes and other documentation must be reviewed:

* at scheduled review dates (at five yearly intervals or as determined by associated level of risk)
* upon request by Occupational Health and Safety Committee (OHSC),
* following changes to relevant legislation and/or standards,
* following changes to University operations or organisational structure(s) significantly affecting the health and safety management system
* as a result of the identification of systems deficiencies in health and safety management system reviews or health and safety audits.

## 4.2 Policy, requirement, process and other documentation consultation and authorisation

### 4.2.1 Policy

Health and safety policies will be subject to the consultative arrangements as defined in the [Policy Framework (MPF1308)](https://policy.unimelb.edu.au/MPF1308)

### 4.2.2 Processes and other documentation

The Director, Health & Safety (or delegate) will coordinate the development and review of health and safety, processes, alerts, bulletins and guidance in accordance with the requirements of:

* relevant health and safety legal requirements
* NAT v3 (National Self-Insurer OHS Management System Audit Tool)
* AS/NZS 4801
* OHSAS 18001
* commitment to the health and safety of all employees, students, contractors and others

The Director, Health & Safety must ensure that those delegated responsibility to develop health and safety processes and other documentation are sufficiently competent.

## 4.3 School/Division health and safety documents

The Head of School/Division or delegate may develop -specific health and safety documents in consultation with the School/divisional health and safety committee.

The Head of School/Division or delegate must ensure School/divisional-specific health and safety documents are:

* drafted by sufficiently competent person(s)
* consistent with University health and safety policies, requirements and processes
* consistent with the University templates, including document control
* reviewed in accordance with the scheduled review date (five yearly intervals: see the health and safety management system review and audit procedure).

## 4.4 Standard operating procedures (SOPs) and health and safety work instructions

Supervisors and managers, in consultation with affected employees, students and others, may develop SOPs or health and safety work instructions for specific tasks or operations. They may use the University SOP form.

[Standard operating procedure form](https://safety.unimelb.edu.au/__data/assets/word_doc/0012/4586934/standard-operating-procedure-form.docx)

Supervisor and managers must ensure SOPs or health and safety work instructions contain suitable document control.

## 4.5 Identification and traceability of health and safety documents

When developing forms and documents, the Director, Health & Safety must ensure that sufficient document control and identification fields are included to allow records created using the forms to be readily identifiable and traceable.

The Head of School/Division or delegate must ensure School/divisional-specific forms and records contain sufficient health and safety document control to ensure they are readily identifiable and traceable.

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

## 4.6 Health and safety records management

The Director, Health & Safety must ensure that central health and safety records are managed in accordance with the [Records Management Policy (MPF1106)](http://policy.unimelb.edu.au/MPF1106).

The Head of School/Division must ensure that budget division health and safety records are managed in accordance with the [Records Management Policy (MPF1106)](http://policy.unimelb.edu.au/MPF1106).

Supervisors and managers must ensure that local health and safety records are managed in accordance with the [Records Management Policy (MPF1106)](http://policy.unimelb.edu.au/MPF1106).

# 5 References

* [Health & Safety: Management system review and audit requirement](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587127/health-and-safety-management-system-review-and-audit-requirements-2.docx)
* [Health & Safety: Change log](https://safety.unimelb.edu.au/policies-processes-procedures/change-log-2023)
* [Records Management Policy (MPF1106)](http://policy.unimelb.edu.au/MPF1106)
* [Policy Framework (MPF1308)](https://policy.unimelb.edu.au/MPF1308)
* *Occupational Health and Safety Act 2004* (Vic)
* *Occupational Health and Safety Regulations 2017* (Vic)
* National Self Insurer OHS Audit Tool v3
* AS/NZS 4801 Occupational health and safety management systems – Specification with guidance for use
* OHSAS 18001 Occupational health and safety management systems – Requirements

# 6 Responsibilities

Director, Health & Safety

Health and safety committee (OHSC) members

Head of School/Division

Manager/supervisors

# 7 Associated documentation

## 7.1 Processes

Nil

## 7.2 Forms

[Standard operating procedure form](https://safety.unimelb.edu.au/__data/assets/word_doc/0012/4586934/standard-operating-procedure-form.docx)

## 7.3 Guidance

Nil