Record and Document Control Procedure

1. Purpose

1.1 Education Centre of Australia Pty Ltd (‘ECA’) recognises that formalising and maintaining documented policies, procedures, safe work practices and other safety/injury management related records is essential to the long-term success of our injury prevention program. ECA is committed to properly documenting safety and injury management systems in order to:

   a) ensure a current, consistent response to our issues;
   b) support our training requirements;
   c) enable us to effectively audit our program for continuous improvement purposes;
   d) provide demonstrable evidence of our commitment to worker safety; and
   e) promote awareness on what is needed to achieve our stated policy objectives.

2. Commencement of Procedure

2.1 This procedure will commence from 1/01/2014. It replaces all other record and document control procedures of ECA (whether written or not).

3. Application of Procedure

3.1 This Procedure applies to employees, agents, contractors (including temporary contractors) and ‘workers’ as otherwise defined under relevant OHS/WHS legislation of ECA, collectively referred to in this policy as ‘workplace participants’.

3.2 This procedure does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for service.

4. Responsibility

4.1 The Operations Director has the responsibility to ensure that the document control procedures are followed correctly, which includes:

   a) the approval of documents prior to issue;
   b) review and update documents as necessary;
   c) identification of changes and the current revision status of documents;
   d) availability of relevant versions of applicable documents at points of use;
   e) documents remain legible and readily identifiable;
   f) relevant documents of external origin are identified and their distribution controlled;
g) prevention of unintended use of obsolete documents, and to ensure that they are suitably identified as such if they are retained for any purpose;

h) recording all amendments to records and documents are recorded in the Amendment Register; and

i) changes to all records and documents are advised to all relevant personnel.

5. Document identification

5.1 A document identification system will be established to facilitate ease of identification. All documents will include a footer on each page that identifies the:

a) document name;

b) created on date;

c) date for review;

d) version number, where the first version will be Version 1; and

e) page number.

6. Changes to documents

6.1 Where workplace participants consider that a change to controlled documents/data is necessary, they may request the change by reporting the matter to the Operations Director.

6.2 The original issue of all WHS/OHS documentation will be described as Version 1. Any change in the revision status will be dated and that document given a new consecutive revision number. For example the first change would be labelled as Version 2, the second revision as Version 3 and so on.

6.3 The Operations Director will ensure that all controlled copies are effectively updated. All changes are to be recorded in the Amendments Register.

7. Storage and retention

7.1 Education Centre of Australia Pty Ltd.’s records will be retained for the periods prescribed in the Document Register.

7.2 Timeframes have been established by reference to prevailing legislative requirements and recognised best practice principles.

7.3 Documents to be retained for legal or historical reasons should be identified accordingly.
7.4 Records associated with particular risk management issues may be kept for longer than the specified period at the discretion of senior management; otherwise records are to be destroyed upon reaching their retention limit.

7.5 Records will be stored in areas that guarantee, as far as is reasonably practicable, protection against any disaster such as fire or flood. In the case of fire, attention would also need to be paid to providing some protection against water damage or any other damage that could occur as a result of the immediate disaster management actions.

7.6 The records are to be kept in the locations identified on the Document Register. Care should be taken to ensure that locations chosen are accessible and situated where operations essential to the effective functioning of the system are performed.

7.7 Documents can be retained in hardcopy, film or electronically.

8. Distribution

8.1 Procedures or rules relating to hazard and work processes will be publicly displayed for ease of reference of visual reinforcement of ECA’s requirements.

Variations

ECA reserves the right to vary, replace or terminate this procedure from time to time.

Procedure version and revision information

Procedure Authorised by: David Tulloh  Original issue: 1/01/2014
Title: Operations Director
Procedure Maintained by: David Tulloh  Current version: 1
Title: Operations Director
Review date: 1/01/2015

Workplace participant acknowledgement

I acknowledge:

- receiving the ECA Procedure;
- that I will comply with the procedure; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: __________________________
Signed: __________________________
Date: __________________________