



HSW HANDBOOK DOCUMENT CONTROL

Purpose

The purpose of these guidelines is to ensure that the Health, Safety and Wellbeing (HSW) Handbook is available to internal and external users in its most current form and to ensure consistency in the generation and management of these documents.

Scope

This guideline applies to all documents that form part of the University of Adelaide HSW Handbook, including:

- HSW Policy Statement;
- HSW Handbook;
- HSW Information Sheets;
- HSW Forms;
- HSW Tools; and
- HSW Templates

Responsibilities

The Manager, HSW is responsible for:

- the process of developing and reviewing the HSW Handbook and all related documents; and
- ensuring that documents are kept current so that users have access to the most up to date version.

HSW Policy and Handbook

Document Development

The HSW Handbook will be developed using a HSW template specific for the document type. The HSW Team is responsible for the correct use of these templates and the inclusion of the following footer in all documents that form part of the HSW Handbook.

HSW Handbook	XX	Effective Date:	XX/XX/20XX	Version X.X
Authorised by	Vice-Chancellor and President	Review Date:	XX/XX/20XX	Page X of X
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Document Storage

The HSW Handbook will be saved in the HSW shared drive located in the University network. The file name will include the name, version number and date of the document.

Document Approval

The HSW Handbook will initially require approval from the Vice-Chancellor and President. To ensure consistency, the creation or modifications to the mandatory sections (blue header) of the HSW Handbook will require approval from the Vice-President, Services and Resources. The creation or modification to non mandatory sections (red header) will require approval from the Manager, Health Safety and Wellbeing.

HSW Handbook	Document Control	Effective Date:	24 December 2009	Version 1.0
Authorised by	Manager, Health Safety and Wellbeing	Review Date:	December 2012	Page 1 of 2
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Document Modification

Modifications to the HSW Handbook will be saved in the HSW shared drive located on the University network. The file name will need to be updated to include the date of the modification and the relevant version number.

The version control number located on the footer of the HSW Handbook will need to be updated with the relevant version number using the following version control guide.

A document is identified as version 1.0 when:

- it is a new document; or
- the document type is changed, e.g. policy to process.

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A document is given the next consecutive number following significant revision, e.g. version 1.0, version 2.0, etc.

HSW Handbook	Document Control	Effective Date:	XX/XX/20XX	Version 2.0
Authorised by	Vice-Chancellor and President	Review Date:	XX/XX/20XX	Page 2 of 2
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Minor revisions such as wording changes or updates of dates are given decimal point changes with the integer of the version number, e.g. 2.1, version 2.2, etc.

HSW Handbook	Document Control	Effective Date:	XX/XX/20XX	Version 2.1
Authorised by	Vice-Chancellor and President	Review Date:	XX/XX/20XX	Page 2 of 2
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Version Control Recording

Modifications to the HSW Handbook will be forwarded to the Council Secretariat. The Council Secretariat is responsible for saving the document in the relevant TRIM folder and for updating the document in the Policies Directory.

Document Review

The HSW Policy, Handbook and supporting documentation will be reviewed in the event of any legislative, organisational operational changes or as specified on the designated review date.

HSW Website

The University uses its HSW website for storing and making available to relevant stakeholders the HSW Handbook and its related documents. The master and any modified versions are stored in the Policies Directory which is located on the Council Secretariats website. The most current version is then made accessible to the University community via the HSW website.

Note, documents located on the HSW website are the most up to date version. Any printed version of the HSW Policy, Handbook or related documents is uncontrolled and should be checked against the online version for its status.

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