DOCUMENT CONTROL (University)

Purpose

The purpose of this information is to ensure that essential Health, Safety and Wellbeing (HSW) documentation approved for the University is available in its most current form and to ensure consistency in the generation, endorsement, review, modification and maintenance of WHS system documents.

(Note – For guidance on version and document control for locally developed HSW documents, refer to "Document Control (local)" available on the HSW Handbook website under HSW systems management.)

Q1   Why does the University need to have HSW document control?
Under the Return to Work SA Self-Insurance Health and Safety Standards (Element 3.12), the University must ensure and be able to demonstrate, that it has in place a system to enable:
- the identification and currency of essential documents;
- our workers to access and use the current version of an essential document; and
- consistency in the generation, authorisation, review and management of HSW documentation.

Q2   What documents need to have document control?
- Documents developed under the University Policy framework (i.e. HSW Handbook chapters and their associated forms, tools and templates within each chapter

    For example the Hazard Management chapter and the templates within the chapter

HAZARD MANAGEMENT HANDBOOK CHAPTER

Roles, responsibilities and actions
- Hazard management

HSW online information
- Hazard management online information session
- Safe Operating Procedures (SOP) frequently asked questions

Tools, forms and templates
- 5 Step Hazard Management Process (Appendix A) (Word Doc /PDF)
- Single Task Risk Assessment (Appendix B1) (Word Doc /PDF)
- Multiple Tasks Risk Assessment (Appendix B2) (Word Doc /PDF)
- Short Form Risk Assessment (Appendix B3) (Word Doc /PDF)
- Safe Operating Procedure (SOP) Template (Appendix C) (Word Doc /PDF)
- Safe Operating Procedure (SOP) decision tool (Word Doc /PDF)

Legislation and guidelines
- Australian Standards
- Code of practice for how to manage work health and safety risks
- High risk work licensing information sheets
- Work health and safety act 2012 (SA)
- Work health and safety regulations 2012 (SA)
- Workplace traffic management guidance material

Further information
- Please contact your local HSW team

- HSW Information Sheets (FAQs) and other HSW guidance documents, operating manuals etc so the current version can be identified;
- Forms to be completed by the Faculty/Division/School/Branch where consistency is required.

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Q3   Who is responsible for ensuring there is a system for HSW document control?
The Director, HSW is responsible for ensuring a defined document control system for the University is in place and implemented.

Q4   How does the University meet the requirement for document control?

- All the current and essential University controlled HSW documents are accessible to workers on the HSW Website and within the HSW Handbook. This includes any required forms and templates.
- The footer on the bottom of each document identifies who authorised the document, the date of authorisation, the review date and version number.
- All versions of the HSW Policy and Handbook chapters that are part of the University's Governance framework, (including approval documents), are saved in the University's records management system and are also accessible on the University Policy website.
- All essential HSW documents have a defined a recognisable format as follows.

Blue header template – Used for all mandated HSW responsibilities under the University's policy framework
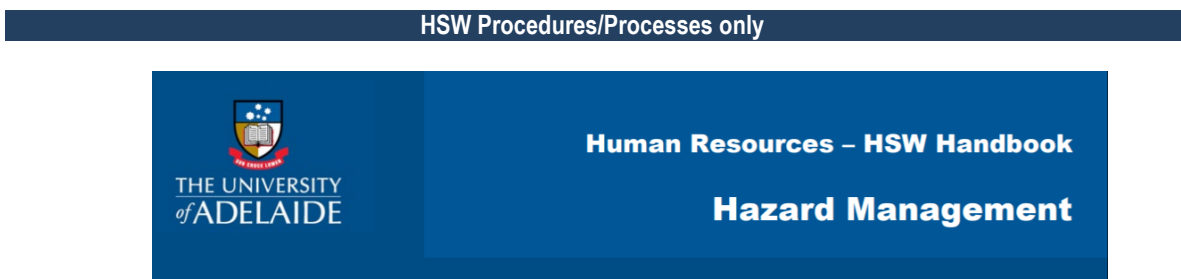
Red header template – Used for HSW information and guidance documents

The information sheet is in a FAQ format. The name of the "parent" chapter is generally in the header with the name of the information sheet at the top as highlighted below. One Handbook chapter may have one or more Information sheets.

Other essential HSW documents e.g. Appendices to chapters, forms, templates, guidance documents, operating manuals

The header template includes the name of the relevant document/manual/form/template that the document belongs to and the University's logo. The blue band at the top of the document records the name of the document.

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Q4   How does the University meet the requirement for document control? Continued

FOOTERS

HSW Handbook	(name of Procedure or Information Sheet)	**Effective Date:**	XX/XX/20XX	**Version 1.0**
Authorised by	(name of Document owner, custodian)	**Review Date:**	XX/XX/20XX	**Page 3 of 3**
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A document is given the next consecutive number following significant revision, e.g. version 1.0, version 2.0, etc.

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Minor revisions such as wording changes or updates of dates are given decimal point changes e.g. 2.1, version 2.2, etc.

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Q5   Who can authorise essential University HSW processes and documents?

All mandated HSW processes developed in accordance with the University's Policy framework, are authorised by the Policy Custodian – Chief Operating Officer (University Operations).

All information sheets/guidance documents are authorised by the Director, HSW.

Q6   Where do I obtain further information on document control?
If you require further information, please contact a member of the HSW Team.

For information on Faculty/Division/local document control a separate guidance document is available on the HSW Handbook website

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