



# WHS DOCUMENT CONTROL POLICY

## **Rationale:**

- A Work, Health & Safety Management System (WHSMS) requires a large amount of documentation to regulate and operate the system. Documentation allows for consistency and uniformity in the application of procedures and specifications for health and safety in the workplace. This policy mandates the process for creating and controlling Work, Health & Safety (WHS) documentation for St Pius X High School, Adamstown.

## **Aims:**

- To assign authority and responsibility for creation & control of WHS documentation.
- To specify the process by which document creation and control is implemented.

## **Implementation:**

- Work, Health & Safety (WHS) documentation includes but is not limited to policies, procedures, guidelines, plans, records, reports, forms and information documents.
- At St Pius, WHS documentation belongs to one of two possible categories. “Whole-school” documentation is documentation that has general application across the whole school (eg the WHS Policy, this Document Control policy, etc). “Role-specific” documentation is documentation that applies only to specific roles or tasks within the school (eg specific Science or TAS Risk Assessment documentation, Safe Operating Procedures for equipment used by the Groundsman).
- This Document Control policy applies to both categories of WHS documentation.

### **Whole-school WHS Documentation**

- At St Pius X High School, Adamstown, whole-school WHS documentation may be drafted by either the School Executive or the Work Health & Safety Committee.
- Once drafted, a document is circulated to all staff for consideration and comment. Suggested modifications to the document may be submitted to the author group (Executive or WHS Committee) by a set date. Suggested modifications are discussed by the author group and if accepted are incorporated into the document. The document may be authorised and enacted only by the Executive.
- It is the responsibility of the Principal to ensure that the authorised document is saved in the WHS folder on R-Drive of the school network, is uploaded to the WHS page (and other pages as necessary – eg Policies page, Child Protection page) of the School Website and that any previous version of the document is removed. The storage of WHS documentation in electronic form on the school network and the school website ensures that the documents are accessible and retrievable when needed.
- It is the responsibility of the Principal to ensure that all staff are made aware of the enacting of the document, its purpose and where it can be accessed.
- It is the responsibility of the Principal to ensure that the document is added to the WHS Document Register or that the register is updated to reflect the new version of the document.
- The latest authorised version of all whole-school WHS documents is the version on the School Website. This version is also stored in the WHS folder on R-Drive of the school network.
- It is the responsibility of the Chairperson of the WHS Committee to ensure that any paper copies of whole-school WHS documentation available on the WHS Notice Board in the Staff Lunchroom are the latest authorised versions of those documents.
- It is the responsibility of the Principal to ensure that the latest versions of the WHS Act, Regulations and Codes of Practice are available on the WHS page of the School Website.
- All WHS documentation is dated to indicate the date of the last revision of the document.

- All staff have access to the latest version of whole-school WHS documentation via the School Website and R-Drive. The main web page for WHS documentation is the WHS page of the website. WHS documents also appear on other pages of the website including but not limited to the Policies page and the Child Protection page.
- Completed forms (eg Risk Assessments) and reports (eg Testing & Tagging Reports) are retained for future reference. Forms and reports relating to Electrical Safety, Fire Safety and Contractor Management are stored in folders in the Main Office. Other forms and reports are stored as follows:
  - Records of WHS issues/hazard reports/issue resolutions etc made via the online WHS Helpdesk are archived within that online system and are available at any time for perusal by staff.
  - Completed WHS Risk Management Tool forms are retained by the Principal and/or HSR.
  - External Tutor Induction forms are stored by the Faculty concerned (eg Music Department stores induction records for External Music Tutors).
  - WHS Training records are kept by the Office Manager. OnGuard WHS Training records are accessible online at the OnGuard website.
  - Completed Staff Induction Forms are stored in the staff files retained in the Office Manager's office.
  - Injury, Illness & Incident forms for Staff are filed by the Office Manager after being faxed to the CSO.
  - Injury, Illness & Incident forms for Students are filed by the Student Services Office.
  - Completed Volunteer Induction Forms are retained by the staff member supervising the volunteers (eg Canteen volunteers' forms by the Canteen Supervisor).
- Whole-school WHS documentation is reviewed and updated every three to five years unless circumstances dictate that an earlier review is necessary.
- Any staff member may suggest to the WHS Committee or Executive that a WHS document needs to be reviewed and updated at any time.

#### **Role-specific WHS Documentation**

- Examples of role-specific WHS documentation include but are not limited to:
  - Science Faculty Risk Assessments and Safe Operating Procedures (SOPs) for practicals.
  - TAS Faculty Risk Assessments & SOP for jobs, equipment, tools and machines.
  - CAPA Faculty Risk Assessments & SOPs for some tasks and activities in Drama, Visual Arts and Music.
  - PDHPE Faculty Risk Assessments & SOPs for use of gym equipment and for the safe operation of some sporting activities.
  - VET Risk Assessments & SOPs for jobs, equipment, tools and machines.
  - Canteen Risk Assessments & SOPs for some tasks.
  - Maintenance Officer, Groundsman & Cleaners Risk Assessments & SOPs for jobs, equipment, tools and machines.
- Where Faculties or staff performing specific roles within the school require "role-specific" WHS documentation those Faculties and staff are responsible for the creation/sourcing and control of such documents.
- Faculties or staff performing specific roles within the school must have in place procedures that allow them to:
  - Source or create the role-specific documents required.
  - Ensure that those documents are current (up to date), easily and quickly accessible and retrievable and stored as a record of safe working practices.
  - Ensure that all staff that need to use and follow the documentation are aware of this requirement and comply with it.
  - Review their role-specific WHS documentation on a regular cycle.

- Studies Coordinators have responsibility for ensuring this role-specific WHS document control policy is implemented in their Faculties.
- The Principal has responsibility for ensuring this role-specific WHS document control policy is implemented by the Cleaners, Groundsman, Maintenance Officer and where necessary by other individual staff that do not belong to a Faculty (eg School Counsellor, Careers Advisor, Pastoral Care Worker, ESL Teacher, Librarian).

**Budget:**

- Sufficient funds will be allocated in the school budget to facilitate all aspects of the operation of the WH&S Management System.

**Evaluation:**

- This policy will be reviewed in 2018 and thereafter every 5 years or earlier if the need arises. It is the responsibility of the School Executive to implement such reviews and to update this policy when necessary.