



CONTROL OF HSE RECORD SBG O&M



PURPOSE

This procedure sets out the process for creating, modifying, approving and management of Health and Safety (H&S) documents for SBG O&M to ensure consistency in the application of the health and safety management system.

This procedure applies to all documents created under the UNSW Health and Safety Management System (HSMS).

We are committed to

- Protect, and strive for improvement of, the health, safety and security of our people at all times;
- Eliminate Quality non-conformances and HSE accidents;
- Meet specified customer requirements and ensure continuous customer satisfaction;
- Set Quality & HSE performance objectives, measure results, assess and continually improve processes, services and product quality, through the use of an effective management system;
- Plan for, respond to and recover from any emergency, crisis and business disruption;
- Minimize our impact on the environment through pollution prevention, reduction of natural resource consumption and emissions, and the reduction and recycling of waste;
- Apply our technical skills to all HSE aspects in the design and engineering of our services and products;

- Communicate openly with stakeholders and ensure an understanding of our QHSE policies, standards, programs and performance. Reward outstanding QHSE performance;
- Improve our performance on issues relevant to our stakeholders that are of global concern and on which we can have an impact, and share with them our knowledge of successful QHSE programs and initiatives.

OVERVIEW

SBG O&M utilize HSE documents such as procedures, work instructions, checklists and training tools to ensure all those affected by the HSE Management System are aware of their roles and responsibilities, maintain a safe work environment and comply with SBG O&M and regulatory policy and standards. As a HSE Management System develops and is continuously improved, existing HSE documents are often modified or new documents created. It is critical that a process is implemented that ensures only current documents are used and obsolete documents are removed. HSE records are important to the Management System in that they provide evidence of past performance and allow organizations to demonstrate compliance to applicable requirements such as regulations, SBG O&M standards and the organization's specific procedures.

It is important to recognize that the primary purpose of an HSE Management System is HSE performance and not the production and maintenance of documents. The Document

Management Program should be simple and effective but not the focus of the Management System.

Compliance with this standard will assist the organization to effectively manage its HSE documents, ensure the right information is available to those who need it, and maintain critical HSE record(s). Management of HSE documents and records through an existing and effective quality system (e.g. ISO9000) may be used to comply with this standard.

REQUIREMENTS

SBG O&M shall establish and implement a document and records management process for the management of HSE documents and HSE records. As a minimum the process shall include the following elements:

Requirements for HSE Documents:

- A method to identify current versions of HSE documents and ensure they are readily available and can be easily located by the affected organizations and individuals
- A method for HSE document review, including the following elements at a minimum:
- Identification of documents that must be periodically reviewed and updated

- Guidance on the purpose and process for review (e.g. to ensure that the intended results are consistently achieved, affected operations and individuals are properly using the documents, the documents are still appropriate for current operations and risks, etc.)
- Schedule or frequency of document review
- A method to track review dates to ensure documents are reviewed, revised as necessary and re-authorized in accordance with schedule.
- Designation of individuals responsible and authorized to review, revise and approve HSE documents
- A method to ensure obsolete HSE documents are not used
- Records identification requirements including the following documentation on all HSE records:
 - Ownership
 - Description of record contents
 - Storage requirements to ensure records are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss
 - Requirements for compliance with the SBG O&M Records Retention Policy and associated Records Retention Schedules
 - Requirements for the proper identification, marking and destruction of sensitive and/or confidential HSE records in compliance with SBG O&M Confidential Information Security Program.