

# Black Diamond Drilling Services

## Document Control and Record Keeping Standard

**BDD-WHS-STD-008**

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## 1 Introduction

### 1.1 Purpose

The purpose of this Standard is to identify guidelines for the development, approval, implementation, review and control of documents within BDD's Work Health and Safety Management System and to ensure controls are in place so that information stored manually or electronically is current, accurate and available.

### 1.2 Scope

This Standard applies to all BDD files and records, in both hard copy and electronic format. All staff who access and use AWC files and records are expected to adhere to the contents of this policy.

## 2 Procedural Requirements

### 2.1 Document Development or Review

A need for document development or review may be identified to:

- Meet legislative or corporate requirements;
- Deal with identified risks;
- Planned review is due;
- Deal with issues arising from day-to-day management where a site or departmental standard or procedure is required; or
- Implement procedural changes after a significant event occurs

Before deciding that a new document should be developed, individuals should assess whether the matter can be handled by amendment of an existing document.

## **2.2 Document Review and Approval**

All WSHMS documents will be subjected to review and approval processes before issue.

The document author or owner will make certain that each document produced by him/her is based upon the relevant document (i.e., structure and format). Documents must be subjected to review for clarity, accuracy, suitability and proper structure prior to submitting for approval using the WHS/OHS Peer Review Form.

The Reviewer must approve all documents across the site. Before approving a document, the Reviewer must satisfy themselves that the content and purpose of the document is in accord with the BDD's Work Health and Safety Policy and BDD Style Guide.

## **3 Record Management**

### **3.1 Record Identification**

Each record must contain or have displayed a unique identifier. WSHMS documents maintained within will be formulated in accordance with this standard.

### **3.2 Retention Periods**

- Records relating to employees (e.g.: injury and training records) must be kept for the period of their employment, plus 7 years.
- For medical and training records, an accessible copy (either physical or electronic) must be kept at with the HR Department at all times

- Records of workplace and equipment inspections must be kept for a minimum of 1 year as a guide keep annual inspections for 3 years
- Records relating to any notifiable incidents shall be retained for 5 years
- Records relating to the procurement and maintenance of equipment must be kept for a minimum of 1 year
- Records relating to health monitoring shall be retained for 30 years
- Records relating to risk assessments shall be retained for 30 years

### **3.3 Controlled vs Uncontrolled**

Only electronic version ‘approved’ documents, maintained within secured network directories, will be deemed ‘controlled’. A document that is hardcopy form is deemed to be ‘uncontrolled’ and is only reliable if it is the most recent version available from the secured directory.

### **3.4 Storage and security**

BDD will keep private and secure all sensitive personnel records through the following means:

- Electronic files are stored on the secure BDD database, which is routinely backed up by IT
- Hard copies will be held in a secure storage system, with access reserved to authorised personnel
- Privacy and confidentiality are maintained at all time and only staff with appropriate authorisation will have access to files and records

### **3.5 Record Disposal**

BDD files and records will only be disposed of if authorised. Record disposal will be done in a secure and timely manner in accordance with state and commonwealth legislative requirements. Record destruction will be overseen by the BDD HR Manager.

#### 4 Audit and Review

All WHSMS documents shall be subject to the audit and review requirements outlines within the Audit, Monitor and Review Standard (BDD-WHS-STD-007).

#### 5 Attachments

- Nil

#### 6 References

- State and Territory industry sector legislation
- Code of Practice – How to manage work health and safety risks (2011)
- Code of Practice – Work health and safety consultation, co-operation and co-ordination (2011)
- Consultation: A guide for Victorian workplaces
- Western Australia Guidance Note Formal Consultative Processes at The Workplace
- AS/NZS ISO 31000:2018 – Risk management –Guidelines