

Approved: 29 March 2021

Review due: April 2024

1. Objective

This Procedure gives effect to the Health, Safety and Wellbeing Policy.

The purpose of this procedure is to outline the processes involved in ensuring the effective and timely development, review and management of Occupational Health and Safety (OHS) documentation, data and records across Goulburn-Murray Water (GMW).

2. Scope

This Procedure applies to all Goulburn-Murray Water workers including contractors on GMW controlled worksites.

3. Procedure

Information Management

The Objective document management system is used to store all GMW corporate information.

Objective is able to be accessed by all staff at all GMW locations whilst also maintaining document security, privacy and integrity.

GMW's Information Management Policy and associated procedures are available on the Intranet.

OHS records are kept in specific GMW systems depending on the nature of the information as outlined below:

- Training and competency records are stored in GMW Learning Management System
- Hazard, incident and the associated investigation actions are stored in IRIS
- Workers compensation and injury management records are kept in SolvInjury
- Health records are kept in the worker's employee file in Objective
- All other OHS records and documents must be stored within Objective.

OHS Records

OHS records consist of information which has been recorded on forms, checklists, templates e.g. Safe Work Method Statement (SWMS) or similar.

Examples of GMW's OHS records include, but not limited to:

- Risk assessments
- Incident, injury or illness reports
- Hazard reports
- Worksafe regulatory notifications
- Permits to work e.g. hot works, confined spaces, asbestos etc.
- OHS audits and inspections
- OHS Committee Meeting Agenda and Minutes
- Compliance schedules
- Investigations reports
- HSE Plans
- Training and competency records
- Emergency evacuation evaluations
- Workers Compensation forms, medical certificate and other associated records
- Fitness for work, medical assessments reports and records
- Health and work environment monitoring records.



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Records must be kept in accordance with OHS and Workers' Compensation, Privacy, Health Records and Public Records legislation.

Records must be legible, indelible, contemporaneous, written objectively, be readily retrievable and be an accurate reflection of the events or circumstances to which they pertain. Records should not contain personal views or comments.

Health Management Records

Health, Safety and Environment (HSE) injury management and return to work procedures outlines the storage and collection of worker health records.

The HSE team may liaise with other work areas (e.g. Human Resources, Legal Services) or external providers (e.g. Injury Management providers, Workers Compensation Insurer, WorkSafe, medical providers etc.), as required to establish what records need to be held and the arrangements for doing this.

Worker health records are held internally within Objective on the employee's personnel file and in the Injury management system SolvInjury.

The control for worker health records is outlined in the requirement of Workers Compensation legislation and WorkSafe Victoria.

Records Management (Destruction and Disposal)

For hard copy records and electronic records kept within Objective, there are set timeframes for their storage, destruction and disposal as outlined by Public Records Office of Victoria (PROV). GMW adheres to PROV legislation and guidelines.

4. Responsibilities

Responsibility	Who
Approval	General Manager People Culture and Safety
Ownership and implementation	General Manager

Outlined below are the role specific responsibilities relating to WHS incident reporting, investigation and escalation at GMW:

Executive and Senior Leadership Team

Executive and Senior Leadership Team is to:

- Work in collaboration and consultation with managers, supervisors and workers towards the establishment of systems and arrangements that ensure the management of OHS documents, data and records in accordance with GMW policy, procedures and relevant legislation.



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- Ensure that appropriate consultative arrangements are in place in all areas under their control when developing or reviewing OHS documents, data or records.
- Consult with Health and Safety Representatives (HSR), managers, supervisors and workers regarding OHS issues where there is a need to develop or review an OHS document.

Supervisors and Managers

Managers and Nominated Supervisors are to ensure that:

- Ensure workers are trained in the contents of this procedure.
- Support the use of controlled documents i.e. through the creation, review and/or disposal process.
- Verify that current and new OHS documents are correct and are being implemented effectively and that records are being maintained in accordance with GMW procedures and relevant legislation.

Workers

Workers ensure that:

- Follow safe work practices and ensure the health and safety of themselves and others whilst at work.
- Ensure that OHS records are appropriately managed in accordance with GMW's procedures and relevant legislation.
- Ensure they use current and controlled copies of health and safety documents
- Participate in the consultation of OHS procedures and the OHS Management System (OHSMS) as required.

People Safety and Culture

People Safety and Culture are to:

- Manage Occupational Health and Safety Management System which includes establishing and monitoring arrangements for OHS documentation, data control and record keeping to ensure these meet GMW's legal and business obligations.
- Advise GMW's management and workers on the requirements for OHS documentation, data control and record keeping.
- Liaise with other GMW business units to establish arrangements for managing OHS documents, data and records.
- Manage GMW health records, whether held internally or externally by an approved health management provider, in accordance with relevant legislation.



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5. Definitions

- **Controlled Document:** any document which, through the course of its lifecycle, may need to be reviewed, modified or distributed several times. Examples include corporate policies, procedures, work instructions or checklists.
- **Document Owner:** the individual responsible for ensuring that the content of a specific controlled document remains accurate and up-to-date.
- **LMS:** GMW’s learning management system (LMS) is used by GMW to record training and develop of workers.
- **GMW:** Goulburn-Murray Water.
- **IRIS:** Incident Reporting Information System used to report and manage workplace incidents and hazards at GMW.
- **Maximo:** an asset management and resource planning software application used for asset and work order management, workforce deployment, financial management, supply chain and logistics.
- **Objective:** an electronic document management system, which allows users to capture, use, store and share digital records across the business.
- **OHS:** Occupational Health and Safety.
- **Record:** any document or other source of information that is made or received by GMW employees as part of their work. Examples of records include:
 - evidence of a business transaction including written or verbal agreements, contracts, invoices and receipts
 - information that supports or records a discussion, an action taken, decision made or instruction given including a business case, reports and meeting minute
 - evidence in a legal action (contractual).

6. Document history

Doc #	Date approved	Approved by	Approval #
A3923848	29/03/2021	General Manager People, Culture and Safety	A4014181



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7. Associated documents

Document name	#
Victorian OHS Act and Regulation	
Workplace Injury Rehabilitation and Compensation Act and Regulations	
Privacy and Data Protection Act 2014	
Health Records Act 2001	
Health, Safety and Wellbeing Policy	A627888
Corporate Occupational Health and Safety Procedures Manual	A3129594
OHS System Master Procedure	A3076509
Information Management Policy	A1869967
Privacy Procedure	A3794389
Opening Mail Marked Private and Confidential Procedure	A1128876

