

MANAGING COMPANY WORK HEALTH & SAFETY RECORDS PROCEDURE

1. INTRODUCTION

Charles Sturt Campus Services (CSCS) is committed to safety in the workplace for all employees, contractors and visitors in accordance with work, health and safety legislation and all associated standards and codes of practice.

2. SCOPE

These procedures apply to the employees, contractors and visitors of CSCS within all the locations the company operates.

3. PURPOSE

The purpose of this procedure is to summarise the requirements for WHS records management at CSCS.

CSCS maintains an organized control system for all company records, ensuring an efficient method of document creating, searching and filing.

4. DEFINITIONS

Definitions specific to this procedure are provided below.

Record Location - where the records are stored.

Retention period - the period of time that the record needs to be kept for.

5. DESTRUCTION OF WHS RECORDS

Confidential Documents

The following types of records must be disposed of by shredding or by placing in confidential waste bags or bins to be shredded:

- Confidential records;
- Records that contain any identifying details of staff and/or students;
- Financial records.

Shredded records must then be recycled.

Non Confidential Documents

All types of records other than Confidential Records may be disposed of via paper recycling bins.

6. RETAINMENT OF WHS RECORDS

A summary of the requirements for WHS records management is provided in the tables below.

Records	Retention Period	Further Comment
Minutes of WHS committee meetings	10 years	
Risk assessments	Until review, or at least 3 years	
Safe Work Method Statements SWMS	5 years	
Hazard and incident reports	7 years	
Employee Inductions	7 years, or for as long as the staff member is employed	
Minutes of WHS consultation meetings, eg regarding changes to work place, construction, renovation and maintenance, new equipment, risk assessments	Indefinitely	
Provisional improvement notices issued by health & safety representatives	7 years	
Training records of W HS training provided by CSCS: <ul style="list-style-type: none"> Attendees Short description of training content 	7 years, or for as long as the staff member is employed	
Records of completion of workplace inspections	10 years	
Records of audits, including: <ul style="list-style-type: none"> Self-audits internal audits external audits certification audits 	7 years	
Records of audit reviews.	7 years	
Records of corrective actions taken and controls used to address system or procedural deficiencies and non-conformances	7 years	



Records of inspection and testing of electrical equipment, including: <ul style="list-style-type: none">• a register of all electrical equipment;• a record of formal inspection and tests; and• records of repair.	10 years 10 years Life of the equipment	
PC2 certifications	For the duration of validity of certificates	
Records of workplace inspections	10 years	
Records of audits, including: <ul style="list-style-type: none">• self audits• internal audits• external audits• certification audits	10 years (routine audits) Indefinitely (audits which lead to changes in policy and procedures)	
Working documents (electronic files)	5 years	
Training course evaluation sheets	2 years	
Policy documentation	Indefinitely	
Email	Indefinitely	
Improvement notices	10 years	
WorkSafe entry reports	10 years	
Completed Job Safety Analysis	3 years	

7. SIGN OFF

Company Representative:

Signed:

Date:

04-07-2019

Name:

Martin Dooner

Position:

General Manager
