

**Flinders University**  
**Occupational Health Safety and Welfare and Injury Management (OHSW&IM)**  
**Document Control Procedures**

**OHSW&IM Documentation**

The document control system is the process of ensuring that University wide OHSW&IM documentation is reviewed in accordance with the Policies and Procedures Review Schedule, revised as necessary and authorised by University Council, the Vice-Chancellor or the Head of the OHS Unit as appropriate for each particular document. Current versions of each document are maintained on the OHS Unit's website.

Details of the Injury Management (IM) procedures are described in the Rehabilitation Procedures Manual held by the Rehabilitation Case Manager and other IM procedures and documentation pertinent to all staff is available on the OHS Unit's website.

The Head OHS Unit is responsible for management of this process. All documentation that is displayed on the OHS Unit's web site is part of the University's OHSW&IM controlled document system, as is the Rehabilitation Procedures Manual.

OHSW&IM documents at the Faculty, Department or School level are managed by managers and supervisors in those areas and must meet minimum information requirements including approval date, revision date and contact officer/author.

Local level OHSW&IM documentation must be filed in an orderly manner and able to be readily located **or** made available on each Cost Centre's intranet system. Obsolete documents must be removed from use and moved to an archive or obsolete file, indexed and retained for legal and auditing purposes.

**Review of documentation**

A review schedule of University wide OHSW&IM system documents is maintained to ensure programmed review and continuous improvement. The Guideline for Review of Policies and Procedures can be seen at <http://www.flinders.edu.au/ohsw/PoliciesAppGuide.pdf> (associated flowchart at <http://www.flinders.edu.au/ohsw/PoliciesAppChart.jpg>)

Procedures (e.g. Accident/Incident reporting procedures) or Guidelines (e.g. Hazard Identification, Risk Assessment and Control Guidelines) may be entered directly to the OHS website when approved by the stakeholders, the Executive Director of Administration and any relevant Major Cost Centre Heads.

Following authorisation of a document the Manager OHS ensures that it is placed on the OHS Unit's website, relevant staff are informed, and the document is added to the review schedule.