

EH&S Document Control Procedure

Documents and data critical to EH&S that are generated or posted in the workplace must be easily identifiable as being the current version. The Document Control Procedure aims at controlling new and revised documents required for the operation of the health and safety system. Documents external to the School of Chemistry must also be controlled. This control procedure is as follows:

- documents are to be approved for adequacy prior to release
- documents are to be periodically reviewed and revised as necessary
- pages numbered “x of y” so people can identify any missing pages
- new versions of procedures or forms are to be emailed to all staff and students as well as being placed on the School Safety Web Site
<http://safety.chemistry.unimelb.edu.au/recent.php>
- the current versions of relevant documents are to be available at all locations where activities essential to the effective functioning of a process are performed
- obsolete documents are to be promptly removed from all points of issue and use, or otherwise controlled to prevent unplanned use
- documentation shall be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specific periods.
- draft documents are to be appropriately identified
- external documents such as University issued floor plans or escape routes, or Worksafe, chemical handling or glove posters are not to be put up in the workplace unless authorised by the Safety Officer to ensure the documents are current and up to date. These are to be stamped with the date of supply.

Staff are expected to use documents taken from the Safety Web Site when required, and not to retain old paper copies of documents.

Any documents created for EH&S purposes shall have a footer inserted using the template below:

Version number, Date		Page x of y
Authorised by: (HOD, EHS Committee, etc)	To be revised: (due date)	Controlled/Uncontrolled document

The Safety Officer has the responsibility of ensuring current copies are available and are reviewed as specified.

The University Document Style guides are available from <http://www.unimelb.edu.au/StyleGuide/>
For the style to be used for Web Sites, staff should access <http://www.unimelb.edu.au/guidelines/>