Contents

Prepared by:

Health, Safety & Wellbeing

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1.   OBJECTIVE

To ensure all Heath Safety and Wellbeing records are retrievable and stored in a manner that prevents damage or loss of data as well as complying with statutory and RMIT requirements.

2.   BACKGROUND

3.   SCOPE

This process applies to all Health Safety and Wellbeing records and should be followed in conjunction with RMIT's Records Retention and Disposal Procedure.

4.   WHAT MUST GO RIGHT?

Should this Process be implemented appropriately by RMIT, the expected outcomes – known as 'what must go right' – will be that:

•   RMIT records are retained and archived in accordance with this process

5.   PROCEDURE/IMPLEMNTATION

The following list provides examples of records covered by this process, please note that this list is not exhaustive:

- Reports
- HSW Invoices (payable & receivable)
- Meeting minutes
- Audit reports and completed tools
- Corrective Action / Non-Conformance reports
- Incident / accident reports and investigations
- Workers Compensation records
- Injury management and return to work records
- Early intervention records
- Registers such as, but not limited to;
- Statutory plant
- Confined space
- Hazardous substance

All records shall be maintained so that:

- A specific record is filed in a manner that is easily retrievable and not subject to loss, degradation or damage.
- The record identifies the service or activity undertaken, and is legible, accurate, and complete.
- Where necessary, the record includes authorised signatories as well as a record of action taken where the service does not comply and corrective action is required.
- Removal of or destruction of records is arranged as appropriate after the expiry of the minimum retention period
- Records may be reviewed periodically to obtain information which may lead to product or system improvement.

- Access to records is restricted where required.

5.1. Retention Periods

Function	Type of record	Retention (Unless Otherwise Specified)
Drawings	Design, Engineering, As Built and Detail Drawings	5 Years
Finance	All	7 Years from date of Client Contract closure
Global Safety Model (GSM)	GSM Documents including: • GSM Processes • GSM Guidance Material • Local Processes & Guidance Material	Permanently held in office and updated as required with superseded documents permanently retained.
Quality	Quality Records including: • Corrective Action and Non-Conformance Reports • Audit Reports • Audit Schedules • Completed Audit Tools	Permanently held in office and updated as required with superseded documents permanently retained in archive.

Function	Type of record	Retention (Unless Otherwise Specified)
Health & Safety	Hazmat work	**40 years from last date of entry
	Date person ceased to be a lead risk employee	**30 years
	Health surveillance & atmospheric monitoring	**30 years
	Incident Reports *(including statutory reporting)*	**Indefinite
	Medical Records	**Indefinite
	Notifications to statutory authority of scheduled work activities to occur	**30 years
	Permits	**3 month after work has been completed
	Persons exposed to prohibited / scheduled carcinogens	**30 years
	RCD Tests	**5 years
	Risk Assessments (general and Psychosocial)	**5 years
	Risk assessments identifying the requirement for atmospheric monitoring / health surveillance	**40 years
	Schedule Plant *(maintenance, inspection, commissioning, log books, alteration, etc.)*	**Operating life of plant
	Worker Compensation Records Injury Management and Return To Work Early Intervention	**Indefinite
	All Other Safety Records	7 Years
	Induction & Training Records	**At least 5 years after person has left organisation
	Health & Safety Committee Meeting Minutes	5 Years
	Consultation Records	5 Years
	List of Health & Safety Representatives	Indefinite

Function	Type of record	Retention (Unless Otherwise Specified)
Environment	All	7 Years

**Indicates a legislative requirement to retain these records for the period stated

6.   Responsibilities

6.1.   HSW Team

Ensure all Health Safety & Wellbeing documents and records are stored and maintained in accordance with this process & RMIT requirements

7.   Definitions

Defines any key terms and acronyms relating to the process where they apply.

Term / acronym	Definition
Document	HSW Process or Guidance Material
GSM	Global Safety Model. RMIT's Health Safety & Wellbeing Management System - a series of processes and guidance material designed to promote the systematic implementation of HSW within RMIT.
Record	Detail as a result of a Health Safety & Wellbeing activity and should not be altered e.g. meeting minutes, registers, completed forms etc.

8.   Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- HR - HSW-PR01 - GSM Management System and Document Control
- RMIT Records Retention & Disposal Procedure (POL/2014/00096[V5])