

PURPOSE AND SCOPE

BESIX Watpac recognises that the maintenance of OHS/**WHS** records is critical to developing and maintaining a culture of continuous improvement within an organisation's **safety management** system. Of importance are the processes for the identification, collection, indexing, filing, maintenance, storage and disposal of OHS/**WHS** records contained within the system. Such records provide evidence of implementation of the system as well as being a legislative requirement.

This procedure applies to all OHS/**WHS** documentation used to demonstrate compliance with contract, regulatory and **National Safety** Management System requirements including those records submitted by subcontractors and suppliers.

DEFINITIONS

<i>Term</i>	<i>Definition</i>
OHS/WHS Record:	A record that produces evidence of compliance with OHS/ WHS Regulations or Standards or evidence of implementation of BESIX Watpac's National Safety Management System (NSMS) .

PROCEDURE

1. Records Maintenance

ALL relevant OHS/**WHS** records, **including Subcontractor provided documents**, shall be maintained in a secure and orderly manner such that they remain legible, identifiable and traceable to the activity, product or services for which they were generated, until the period for retention expires (as required by specific Standards or operational OHS procedures).

Retention times for OHS/**WHS** records vary depending on the nature of the record. Where not specified in BESIX Watpac's **NSMS** procedures, the records must be retained for a period of not less than seven (7) years after final certificate is issued unless stated otherwise. Timeframes are noted on **S03-02-01 Record Retention Register**.

2. Access and Confidentiality

Any records which contain confidential information must be noted on the **S03-02-01 Record Retention Register** and stored in a secure area to which only authorised persons have access.

3. Project OHS/**WHS** Records

A list of relevant OHS/**WHS** records, required to be maintained for each project, should be developed prior to project commencement (refer to **S03-02-01 Record Retention Register** for inclusions).

All OHS/**WHS** records are to be kept on the project site in a safe, orderly and systematic manner in hard-copy and/or electronic form. OHS/**WHS** documents are maintained using a traceable, chronological and recoverable system. Project filing records are to be maintained in accordance with the Project File labelling system

Upon completion of any project, it is the responsibility of the project management team to ensure all relevant OHS/**WHS** records relating to the project are **to be archived in accordance with PM-PRO-003 Archiving and Record Retention Procedure**.

The Project Manager should consult with the **State WHS** Manager to ascertain whether certain records (such as Safe Work Method **Statements**/Risk Assessments/Hazardous **Chemical information**) should be put aside for current use and evaluation.

STATE SPECIFIC REQUIREMENTS

- None

REFERENCES

Document Title	Standard / Section No.
Work Health and Safety Act (Commonwealth, ACT, NSW, QLD, NT)	Part 3 Clause 38
Occupational Health & Safety Act (VIC)	Clause 38
Health and Safety at Work Act (NZ)	Clause 56
Work Health and Safety Regulation (Commonwealth, ACT, NSW, QLD, NT)	Part 7.1 Clause 378 Part 4.3 Clause 77 Part 6.3 Clause 303 Part 8.5 Clause 444, 445
Occupational Health and Safety Regulations (VIC)	Part 4.1 Clause 171 Part 3.4 Clause 64 Part 5.1 Clause 329
Health and Safety at Work (General Risk and Workplace Management) Regulations (NZ)	Part 4 Clause 42
ISO 45001 Occupational Health and Safety Management Systems	

DOCUMENTATION REQUIRED

- S02-03-01 Record Retention Register