

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR ADMINISTRATION, DOCUMENT AND RECORD MANAGEMENT**

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## 2. PURPOSE

The purpose of this procedure is to provide methods for the administration, development and maintenance of documents, in accordance with the applicable requirements and guidance of *ISO 45001, Occupational Health and Safety Management Systems -Requirements with Guidance for Use*.

## 3. SCOPE

This procedure applies to the requirements for document control within the health and safety management system applied at **Insert Your Company** and is to be followed by all personnel (where appropriate).

Documents controlled by this procedure include, but are not limited to:

- The health and safety management manual.
- Documented information.
- Operational procedures, reports and forms.
- Management review minutes.
- Specifications and drawings.
- Internal and external documents.
- Emails.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Audit Evidence</b>	Information gathered during an audit that provides objective proof that criteria have been met. It can be in the form of statements, records and may also include physical items.
<b>Documented Information</b>	Information and its representation that is necessary for the operation of processes or is required by the health and safety management system. It can include photographs, diagrams, videos, process maps, procedures and can be on any medium, i.e. paper or electronic.
<b>Privacy</b>	In relation to an employee, has the same meaning as it has in the <b>Privacy Act</b> .
<b>Process</b>	A set of interrelated or interacting activities which uses inputs to deliver outputs.
<b>Record</b>	Document(s) stating results achieved or providing evidence of activities performed.
<b>Uncontrolled Document</b>	An informal copy of a document for which no attempt is made to update it after distribution.