

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the Code of Conduct – Professional and Ethical Standards to inform the decisions they make to support compliance.

OHS Document control and records management

Context

The Safe-T-Works Management System (Safe-T-Works) requires a consistent document control process to ensure employees, management and contractors have access to current Occupational Health and Safety (OHS) information and instructions.

The Human Resource Department is responsible for reviewing and applying legislation, codes of practice and relevant Australian Standards to ensure that the OHS documentation and records used by Victoria Police are current and appropriate. This involves applying external and internal audit requirements and reviewing existing documentation to ensure that OHS obligations are met.

Safe-T-Works (STW) documentation includes:

- Health Safety and Wellbeing section of the Victoria Police Manual;
- STW forms and tools (e.g. checklists, risk assessments, audit reports);
- Emergency evacuation reports and health monitoring reports;
- Inspection testing and monitoring reports;
- Health and Safety Committee meeting minutes;
- Injury management and workers' compensation claims records; and
- Document control registers./explanation of why we have policy and procedures for this subject.

Contents

Context.....	1
Contents	1
Definitions.....	1
Scope and application	2
Document Control System	2
1. General.....	2
2. Legislative obligations.....	2
3. Human Resource Department responsibilities	3
4. Retention and retrieval.....	3
Related documents.....	4
Further advice and information	4
Update history	4

Definitions

Document control is the regulation of documents by document name, version, issue date, review date and identification of approving authority. The management of documents and records should be co-ordinated and consistent across the organisation.

Scope and application

This policy applies to all Victoria Police employees. For the purposes of this policy, 'employees' include recruits. The content aims to assist the organisation in its provision and management of a workplace that is without risk to health and safety, as far as is reasonably practicable to all employees, visitors, and contractors.

Document Control System

1. General

An effective document control system includes completion of the following activities in accordance with a prescribed record retention schedule:

- Identification and collection;
- Indexing, filing, storing and retrieving;
- Maintenance;
- Retention and retrieval;
- Access and disclosure; and
- Disposal.

2. Legislative obligations

2.1 *Mandatory documentation requirements*

Victoria Police is required to:

- Keep a written record of all risk control measures for noise risk control measures, noise exposure determinations undertaken by Victoria Police, and audiometric test results and audiological examination results.
- Maintain the following records in relation to noise hazards:
 - Any record that states the sound power level of plant Victoria Police supplies to another;
 - Any record that states the sound power level of plant Victoria Police acquires;
 - A description of risk control measures needed and when the actions will be implemented that address a noise hazard in a Victoria Police workplace; and
 - A record of any noise determination results (to be retained as long as it applies to that workplace).
- Retain a written record where Victoria Police relies on an administrative risk control measure to address the risk of an employee falling from a height that describes the administrative control applied to the task for as long as the task is being undertaken.
- Ensure there is a record of all employees that have exited a confined space on completion of the work for which an entry permit was in operation.
- Ensure that any record of inspections and maintenance carried out on certain plant (such as pressure vessels, cranes and building maintenance units) are retained for the period that Victoria Police has management or control of such the plant; and
- Keep records related to any identified process that is likely to result in blood lead levels of employees being greater than those set out under the OHS Regulations.

The record must be kept for the period that the lead process is conducted at the workplace.

2.2 *Currency obligations*

Victoria Police must:

- Keep a written list of each Health and Safety Representative (and Deputy) for each designated work group (if any) of its employees and keep that list up-to-date;
- Ensure a copy of the list is readily accessible to all employees of Victoria Police; and
- Retain a copy of any hazardous substances register prepared for a workplace including relevant Safety Data Sheets.

2.3 *Document minimum retention times*

Victoria Police must:

- Keep a copy of the record of all incident notifications made to the WorkSafe under s.38 of the Occupational Health and Safety Act 2004 (OHS Act) for at least 5 years;
- Retain a record of any atmospheric monitoring or health surveillance it has undertaken in relation to any hazardous substance exposure for at least 30 years or longer determined by WorkSafe; and
- Retain the report of a medical examination returned to Victoria Police by a registered medical practitioner in relation to lead exposure and all the results of related biological monitoring for at least 30 years or longer as is determined by WorkSafe.

3. Human Resource Department responsibilities

- The Human Resource Department is responsible for:
 - Maintaining archives and version control records of STW documentation;
 - Regularly reviewing, revising and authorising STW documentation; and
 - Communicating applicable updates and amendments to STW documentation.
- Work Unit Managers are responsible for ensuring employees refer to the most current version of STW documentation by accessing forms, tools and instructions via the Victoria Police intranet. Work Unit Managers should be mindful to:
 - Store STW documentation that includes personal or confidential employee information in a secure location (e.g. locked filing cabinet) and forward hard copies; and
 - Archive completed documentation and make a record of this in the local Archive Register.

4. Retention and retrieval

- STW documentation must be:
 - Retained in accordance with the Public Records Office Standard 07/01 – General Retention and Disposal Authority for Records of Common Administrative Functions (OHS Section); and
 - Destroyed in accordance **VPMP Information review, retention and disposal**.

Related documents

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulation 2017
- AS/NZS 4801:2001 Occupational Health and Safety (Management Systems)
- VPMP Information review, retention and disposal
- General Retention and Disposal Authority for Records of Common Administrative Functions addresses the management of OH&S records

Further advice and information

For further advice and assistance regarding this Policy, contact the Health, Safety and Wellbeing Division.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
09/06/2020	VPMP OHS document control and records management has been reformatted and reviewed.	FF – 118486 (drafts and PLO feedback) FF – 085816 (approval)