

# Health and Safety Management System: Element 9



## Information Management

### 1. Intent

The University will maintain health and safety documentation in accordance with Regulatory requirements and in a manner which is accessible to Workers.

### 2. Commitment

#### University Council and Executive Committee

The University Council and Executive Committee commit to:

- Ensure that the University is complying with Regulatory requirements in relation to the maintenance of Records and control of documentation; and
- Regularly reviewing reports provided by the Health and Safety Team to ensure that relevant health and safety information is being recorded and maintained.

#### Leaders and Supervisors

Leaders and Supervisors commit to:

- Identify the health and safety documentation that is relevant to their areas of responsibility in order to communicate the requirements of the University's Health and Safety Management System Framework to Workers;
- Provide resources to ensure local safety documentation is developed, retained and controlled in accordance with University procedures;
- Ensure that health and safety documentation that has to be regularly referenced by Workers is readily accessible; and
- Make health and safety documentation available when required for reporting purposes.

#### Workers

Workers commit to:

- Provide input to local document development when required.

#### Associated Guidelines:

[HSG 9.1 H&S Records, Documents Document Control](#)

[HSG 9.2 Health and Safety Reporting](#)