

Document Management



Couple of takeaways

- Following our processes for controlling documents ensures only the latest version of a document is available on the intranet. This helps us to make sure that people are working to the most recent version and following the latest legislation and best practices.



What is this procedure for?

This procedure describes how documented information used to instruct personnel is managed within the Work Health and Safety Management System including the process for revising, approving and implementing them accordingly. Note that:

- External documents (e.g. regulations, permits and instructions) relevant to Hydro Group's Health, Safety and Environment Management System, are controlled in a custodian role by the user.
- Records are:
 - Identified, stored, and maintained as per GG-AM-109 - Information Management Guideline.
 - Retained and disposed of as per the Hydro Group's Information Management Team and the HT-DA2341 HT Retention & Disposal Schedule.

Documented information includes those that are used to instruct people and change with time, and those that are historical in nature and are kept to demonstrate Hydro Group's compliance. This procedure describes how we issue new documents and revise existing documents to ensure that they are kept current and made available to those who have to use them.



Who can request changes?

Anyone can suggest a new document or a change to an existing document. **Everyone** is encouraged to propose new/revised documents that they believe could reduce risk and improve Hydro Group's Work Health and Safety (WHS), operational and asset management performance.

Changes to documents must be requested using the **System Change Request Form**.



How will the change be implemented?

When an approved System Change Request Form (as per Management of Change) requesting a new or revised WHS document is received:

- **The Document Owner** selects a **Document Author** to prepare a draft document, who has sufficient knowledge of the topic.
- **For revisions, a WHS Team member** "checks out" the current document:
 - Saving a working copy of the draft document in the Document & Record Management folder in the WHS Records SharePoint library.
 - Emails a link of the working copy to the **Document Author** (if they are not part of the WHS team) and ensuring the "Checked out for" field is completed in the Document Properties.
- **The WHS Team** sends the **Document Author** the relevant document template and an allocated title.

The Document Author:

- Drafts the document and submits it to the parties identified on the approved **System Change Request Form** for review and comment.
- Revises the draft as per any comments until all parties deem the draft "final".
- Forwards the final draft to the **Document Approver** who approves/rejects it.

Once approved, the document is dated and sent to the **WHS Team**, who publish it by:

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- Attaching a revision number to the document. Minor revisions (spelling, minor updates or inclusions) will receive a decimal revision number. Major revisions receive a whole number.
- Uploading it to the Internal site, ticking the properties box to make it visible on the external website (if appropriate) – Note that only the current version can be seen online (printed documents are considered “uncontrolled”).
- Updating the Systems Document Map and Variance Register and archiving any working drafts and correspondence.
- Ensuring it is available to all Hydro Group via the Hydro Group intranet.
- Ensuring it is visible to Contractors (as appropriate) by updating the External Hydro Group website “Contractor WHS” with the current version.
- Providing training, consultation and all communications to the relevant parties as described on the relevant System Change Request Form.
- Superseding the previous revision and archiving it.