

Document Management Procedure

1. Purpose

This procedure ensures all documents within ANC's management system are kept up to date and to ensure only the most current versions of documents are being used.

This procedure will also ensure that the necessary records and documents of ANC are consistent, adequately protected, maintained and to ensure that records that are no longer needed by ANC or are of no value are discarded at the proper time and by the proper means.

2. Scope

This document applies to all workplaces, employees and contractors of ANC.

3. Definitions

N/A

4. Responsibilities

Managers and Supervisors

- Reviewing this procedure
- Policing this procedure with direct reports
- Adhering to this procedure

Workers

- Adhering to this procedure

Title Key

- CEO = Chief Executive Officer
- ET = Executive Team
- SCM = Safety and Compliance Manager

5. Document Control

- All documents produced will comply with the ANC Brand Guidelines.
- All documents produced will include a document name, revision number, approved date, owner, approver's name, and next review date, which will be displayed within the documents' footer, see example below;

Revision History					
Document Ref:	Name of Document (in full)	Revision:	00	Approved:	Date approved
Owner:	Department that owns the document (can be ANC)	Approver:	Who approved		
Next Review:	Generally, 2 years				
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- As documents are updated, the approved date must be amended, as will the revision number and next review date for the document;
- As documents are updated, ANC's document register will also be updated to reflect version history and changes. The register can be found via ANC Safety team.

Revision History					
Document Ref:	WHSPRO009		Revision:	05	Approved: 06/11/19
Owner:	ANC		Approver:	Matt Wheatley	
Next Review:	November 2023				
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- No amendments/modifications can be made without the approval of the person and/or role nominated in the footer;
- Previous versions of all documents must be kept electronically, in suitably identified sub-folders i.e. Archived for audit or investigation purposes. All redundant versions or copies must then be removed from access or service i.e. deleted from PC's etc.
- All ANC Policy and procedure documents will be stored electronically and at all times available to all workers, storage locations include;
 - # ANC Safety Website- ancsafety.com.au
 - # ANC Knowledge Centre
 - # Rapid Induct Phone Application- Via Rapid Global (Induct)- In-field access

6. Records Management

Activity	Position Responsible
a) Records shall provide evidence of compliance of product/service and the quality system to specified requirements.	All staff
b) All records shall be legible, identifiable and retrievable.	All staff
c) Records shall be filed/stored in secure facilities so as to: <ul style="list-style-type: none"> • Be easily retrievable • Minimise deterioration; and • Prevent loss 	All staff
d) Folders, archive boxes and the like, which hold records, shall be labelled, as to their contents (or carry other identifiers) and where appropriate, the retention period.	All staff
e) Upon expiry of the retention period records shall be destroyed by any appropriate means. Hard copy records are normally shredded. Soft copy records shall be delete/media re-formatted.	Relevant Department
f) Record (hard & soft copy) retention periods and access restrictions are defined below.	WHS & HR Department

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Record Type	Example of Records	Retention Period	Access Restrictions	Filing
Employee Records	Payroll, wage and other employee records	7 years after the person leaves the company	HR and management	National Office
Subcontractor Records	Engagement records, vehicle service records, competency records, vehicle inspection records	7 years after the person leaves the company	HR and management	State
Company Documents	Accounting records detailing company transactions, including supporting documents	7 years	Finance and management	National Office
Formal Company Documents	<ul style="list-style-type: none"> - Statutory books - Board minutes - Resolutions - 	Indefinitely	Finance and management	National Office
Corporation Tax Records	Records of all; <ul style="list-style-type: none"> - company assets (e.g. receipts, sales and purchases) - Company liabilities - Income and expenses 	5 years (min.) from end of accounting period. Longer if returns are late	Finance and management	National Office
Chain of Responsibility records	Rosters, Time Sheets, Manifests, Logbooks, Work Diaries	2 years	Nil	State office
Management System records (e.g. audit, corrective actions, etc)	Meeting minutes Reports Corrective Action, Audits, Corrective Action Register	3 years	Nil	State office
WHS Records	Hazard identification, risk assessments and associated safe working procedures Maintenance, testing, servicing and repair of plant and equipment Use of hazardous substances and associated monitoring Inspection and test reports Employee injury management records Corrective action records Work safety records generally	5 years	Nil	State office
WHS Records	Induction and training records Skills, competency and licence register, Reports of incidents and illness/injury, Illness/injury and incident investigation reports, Illness/injury statistics, such as lost time frequency rates and duration rates	At least length of employment	As per RAPID	RAPID
Health monitoring	Health monitoring records	30 years	Management	National office

7. Disposal of Records

All document records must be disposed of, in line with the retention periods above. The document owner must be notified prior to the disposal of any document. All superseded copies of documents must be deleted from systems, folders etc.

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The physical disposal/destruction of superseded documents is to be completed by shredding and 3rd secure restricted waste disposal.

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8. References

ANC Brand Guidelines Feb 2020

Commonwealth

- *Corporations Act (2001) (Cwth)*
- *Fair Work Act 2009 (Cwth)*
- *Financial Transaction Reports Act (1988) (Cwth)*
- *Income Tax Assessment Act (1936) (Cwth)*
- *Privacy Act 1988 (Cwth)*

ACT

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

NSW

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

QLD

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

SA

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

VIC

- *Occupational Health and Safety Act 2009*
- *Occupational Health and Safety Regulation 2007*

WA

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*

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