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L O G I S T I C S

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Tomax Logistics Australia Document Control Procedures

This document describes the way in which Occupational Health Safety and Rehabilitation documents and data are issued, receive, revised and controlled.

DEFINITIONS

(i) OH&S System Document Register (OHSSDR) - a file containing the register and masters of documents and forms used in the OH&S system, and the register is maintained by the OH&S Administrator.

(ii) OHS Manual - a manual held and maintained by nominated staff members containing a collection of documents and forms that is pertinent to their function in the management of OH&S Unit.

(iii) Document - forms and/or documents deemed necessary to facilitate effective operation of the OHS&R system.

(iv) Authorising Person - Managing Director

(v) Data - tables, schedules, matrices, etc. used in the OH&S System.

SCOPE

This procedure is applicable to all documents and data pertinent to the implementation and effective operation of the Occupational Health and Safety Management System.

PROCEDURES

Any employee may suggest the need for a new document or a revision to an existing document. All such requests shall be directed to the OH&S Administrator. The OH&S Administrator shall consider the request and, if deemed valid, co-ordinate the draft/review of the document.

Upon drafting/reviewing by the OH&S Unit of a document, it shall be forwarded to the Line Managers for review/comment prior to implementation. All staff will be made aware of the change or addition through the normal channels at department meetings and via broadcast email.

The Authorising Person shall ensure the document is identified with respect to description, issue status, type and control status. The document master shall be kept in the OH&S System Document Register and placed in the staff access document folder on the server.

The issue status of a document will be determined by comparison to the appropriate list or master held by the OH&S Administrator.

INTERNAL DATA CONTROL

Distribution control of data shall be the responsibility of the OH&S Administrator who will retain the original document in the master file, OHSSDR, and forward a controlled copy with an accompanying memo to the relevant Line Managers who are responsible for updating their OH&S Records.

OHSSDR – OH&S System Document Register

Document #	Description	Pages	Issue/Review Date	Comments
20100208-001	Accident & Incident Investigation Form	2	8-Feb-10	
20100208-002	Accident & Incident Investigation Procedure	2	8-Feb-10	
20100208-003	Document Control Procedure	2	8-Feb-10	
20100208-004	Drug & Alcohol Policy Handout	2	8-Feb-10	
20100208-005	Drug & Alcohol Policy	4	8-Feb-10	
20100208-006	Injury Management Policy	1	8-Feb-10	
20100208-007	Induction Policy	1	8-Feb-10	
20100208-008	PPE Policy	2	8-Feb-10	
20100208-009	Risk Management Policy	3	8-Feb-10	
20100208-010	Roles, Tasks & Skills	2	8-Feb-10	
20100208-011	Safe Driving Policy	4	8-Feb-10	
20100208-012	Safe Work Method Statement & Job Safety Analysis	1	9-Feb-10	
20100209-013	Compliance Policy on Heavy Vehicle Mass, Dimension & Load Restraint	1	9-Feb-10	
20100209-014	Toolbox Talk Form	1	9-Feb-10	
20100209-015	Staff Review Form	1	9-Feb-10	
20100210-016	Client/Visitor Training Schedule	1	10-Feb-10	
20100211-017	Fire Evacuation Drill Form	1	11-Feb-10	