

**Implementation Guide**  
**OHS Document Control Procedure &**  
**OHS Procedure Development, Authorisation and Publication Procedure**

**Background**



The purpose of the OHS document control procedure is to set out the requirements for documentation under the City of Greater Dandenong's (CGD) OHS Management System. It ensures that the development, use, review and storage of OHS documents.

The purpose of the OHS procedure development, authorisation, and publication procedure is to set out the requirements to establish service standards for the development, authorisation, and publication of workplace health and safety procedures for the City of Greater Dandenong (CGD).

**Responsibilities**



- Managers
- Coordinators
- Supervisors
- Team Leaders

**Actions**



- Communicate OHS Document Control and OHS Procedure Development, Authorisation and Publication procedures to all workers in your local area

**Evidence / Records**



- Procedures which have been signed off by relevant persons
- Minutes of meetings which record discussion about modified procedures or data
- Documents stamped or otherwise identified as obsolete, under review or draft
- Documents which are legible, identified, authorised and dated in accordance with the organisations document control procedure
- Numbered versions of documents
- Draft documents appropriately identified
- Minutes of meetings which record reviews of documents or data
- Circulation of draft documents which demonstrates input from competent persons
- Documents reviewed in accordance with a predetermined schedule

**Questions**



- Can managers/work representatives confirm that they are informed about changes to documented strategies?
- What does the organisation do with obsolete documents?
- How does the organisation determine what documents need to be retained?
- Can line managers/worker representatives explain how they ensure that they are working with the latest versions?

**If you require further information or assistance, please contact a member of the OHS Team:**

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