

Local HSW Records management – 26/8/2022

Local Areas have a range of requirements to manage and store records related to HSW activities. Some of these come from Legislative requirements and others come from University HSW Procedures. In the past, some Faculties made decisions to support certain records management systems and processes which are no longer possible. This information sheet helps clarify the options that are available to local areas and what is required to be compliant with HSW procedures.

Basic HSW Records that are required

There are only a few basic HSW records that are required by the majority of areas.

These are things like:

- [Electrical safety](#) – testing and tagging records for the area
- First Aid Kit management/restocking – if the area has one
- Testing of emergency contingencies listed in Risk Assessments (e.g. emergency stops on plant/equipment, emergency responses for exposure to chemical or substance)

Common hazard management documentation

The activities undertaken in a local area will determine the additional HSW documentation required. Where the activities require a risk assessment (RA) – [see here for the RA decision tool](#) - a range of supporting documents are likely to be needed. Things like

- Schedule of Programmable Events (SPE)
- Systems for the provision of information and instruction (Local Induction)
- Copies of risk assessments and SOP's
- Records of assessment where tasks or activities require a proficiency
- Training records where activities require training by a registered training organisation (RTO)
- inspection and maintenance schedules and records for plant and equipment
- Chemical registers – if not in Chemwatch
- Contractor Management documentation

Further information

- [Schedule of Programmable Events](#)
- [Plant/Equipment Safety Management HSW procedure](#)
- [Plant/Equipment Safety Management FAQs/Equipment](#)
- [Hazard Management HSW procedure](#)
- [HSW Information, Instruction & Training HSW procedure](#)
- [Chemical Safety Management HSW procedure](#)
- [Contractor Safety Management HSW Procedure](#)

Records management

Local areas are responsible for managing the storage of their own records and a range of options are used across the University. Some areas are using “Red Folders” or “Lab Safety Manuals” to physically store copies of required documentation in the local area. Others make use of [Box](#) to create a specific folder for HSW related documentation that can be accessed by all users of the work area.

Further advice and support if needed

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