

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

CONTROL OF DOCUMENTS

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE

The purpose of this procedure is to define the process in which health and safety documents are controlled and managed (developed, updated, issued, registered and released), which will facilitate consistent procedures for future referencing and management review.

SCOPE

This procedure will assist in providing a system to control the management of health and safety documents to comply with internal policies, as well as legal obligations.

RELATED DOCUMENTATION

External

- Ontario Occupational Health and Safety Act (OHSA) and associated regulations

Internal

- Document registry
- Document templates

DEFINITIONS

OHSA	Occupational Health and Safety Act
Archived Documents	Obsolete or superseded documents that are saved for reference purposes but protected against unintended use.
Controlled Documents	Documents that provide guidance on processes and activities, and whose version, distribution, and status are tracked by a Document Controller, or

	similar. Controlled documents may include: policies, procedures, work instructions, forms or external documents.
Obsolete and Superseded Documents	Documents that are to be promptly removed from all points of issue or use, or otherwise assured against unintended use. Any obsolete documents retained for legal and/or knowledge preservation purposes are to be suitably identified.
Records	Documents that provide evidence of an activity being conducted or a performance result. Documents being produced, issued, or received for a function. Records generally provide evidence of an activity being conducted or a performance result. Examples of records include reports, proposals, contracts, drawings, calculation notes, photographs, field notes, client communications, certificates of analyses, health and safety plans, specifications, tenders, insurance certificates, regulatory compliance responses, permits, applications, equipment purchase slips, cellular telephone usage records, vehicle inspection reports.

ROLES & RESPONSIBILITIES

Document Owner

- The individual ultimately responsible for the process/task and its outcome, and approves the controlled document as appropriate and effective in achieving its purpose. The Document Owner can also be the Document Author.

Document Reviewer

- Individual familiar with, but not responsible for, related process/task/ outcome. Responsible for reviewing the draft document to ensure it is correct and effective in achieving its intended purpose.

Management

- Responsible for identifying the need for and approving creation of controlled documents.
- Responsible for ensuring that this procedure is implemented and effective.

Supervisors/Workers

- Responsible for identifying the need for a controlled document, conforming to relevant procedures and providing feedback for improvement.

PROCEDURE

Once the need for a controlled health and safety document is identified, assess and determine the document type and assign a Document Owner.

Prepare a draft version of the controlled document, if not previously developed, or modify the existing controlled document, using an applicable template.

The Document Title within the draft shall indicate that it is a draft document to prevent unintended use. A 'DRAFT' watermark can also be applied to the document.

Controlled document types may include:

- Standard Operating Procedures: document describing a series of steps with an input and output – steps are conducted by more than one person;
- Work Instructions: document describing a single task;
- Forms: document with fields in which to enter information, forms become records once complete;
- Templates: document which provides a standard format for creating a new; or
- Policies and Manuals.

Other document types may be developed if needed.

Controlled documents may be assigned a unique document number. External documents do not require a document number.

Controlled documents should be developed using the appropriate template.

Review of the draft document must be completed to ensure it is correct and effective in achieving its intended purpose. Identify any missing/erroneous/inaccurate information, and provide suggestions/corrections to ensure the effectiveness of the described processes.

Where the Document Author and Document Owner are the same individual it is recommended that review of the document still take place by an appropriate reviewer. This should be someone familiar with, but not responsible for, the related process/task/outcome.

Document Author will review and update their controlled documents at least once every two years to maintain their accuracy.

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

SAMPLE

WSIB GUIDELINE:

Control of documents

Prerequisite(s): All level 1 topics

Summary:

Documents are written materials that describe a policy, procedure, method or practice. Documents related to health and safety help formalize the health and safety management system, develop consistency and reduce reliance on the knowledge of individual people. Documents identify what needs to be done, who does it, when they do it, what forms they use and who checks to make sure it is done. The level of documentation will vary depending on the size, activities and complexity of the business.

Requirements:

The business will establish, implement, monitor and maintain a procedure for the control of documents.

The occupational health and safety management system documentation must include, as a minimum:

- A description of the scope for which the occupational health and safety management system is applicable;
- The occupational health and safety policy, objectives and leading and lagging performance measures;
- A description of the main elements, their interaction, and reference to related documents
- All documents determined by the business to be necessary for planning, implementation, control, evaluation and overall management of the occupational health and safety management system.

The creation, collection, retention and distribution of documents should comply with all applicable legal requirements, collective agreements and organizational policies, as appropriate.

Your business will establish, implement, monitor and maintain a method for managing the creation, approval, distribution and archiving of health and safety documents. This includes:

- Approval of documents before use
- Regular review and updating of documents where applicable, including removal of out-of-date documents
- Tracking changes made to documents (what was changed, who changed it)
- Documents that are readily available when and where needed
- Documents that are legible and readily identifiable
- Identification of documents from a source outside the business
- Prevention of unintended use of out-of-date documents and identification of such documents if they are retained for any purpose.

Documents will be created in a format that is accessible to all workplace parties. Special needs will be accommodated such as language, literacy or disabilities. Additionally, the privacy of personal or sensitive information must be considered when developing procedures for control of documents