



Health and Safety Management System (HSMS)

Element 7 Records Management

1. Intent and Scope

The University provides an overarching framework for health, safety and wellbeing records and documentation to be managed in accordance with regulatory and University requirements.

The University implements robust processes for health, safety and wellbeing reporting, providing for leadership and commitment to continuous improvement for the prevention of injuries, illness and incidents.

This Element applies to all staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

2. Key Commitment and Actions

- Mechanisms are in place to clearly define relevant health and safety requirements for compliance with regulatory requirements and University Policy in relation to the maintenance of records and control of documentation.
- Management regularly reviews reports provided by the Health, Safety and Wellbeing Team to ensure that relevant health, safety and wellbeing information, trends and data is being disseminated and supports continuous improvement for the prevention of injuries, illness and incidents.
- A framework of reporting is in place to ensure executive and risk management committees are regularly updated and informed of the health, safety and wellbeing risks that the University may be exposed to through its activities and operations.
- Records are maintained in accordance with the University's Records and Information Management Policy.

3. Associated Guidelines and Related Documents

[HSG 7.1 Health and Safety Records and Document Control](#)

[HSG 7.2 Health and Safety Reporting](#)

[University of Newcastle Records and Information Management Policy](#)

4. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
2	October 2016	Manager Health and Safety	All	Element 9 Information Management
3	June 2023	CPCO	All	<ol style="list-style-type: none">1. Renumbered and renamed from Element 9 Information Management to Element 7 Records Management2. Updated all content in Intent and Key Commitment and Actions, including feedback from staff consultation3. Added new/renamed Associated Guidelines4. Added Amendment History5. Amended document control header and footer