

## **Heron Island Research Station (HIRS) EMS Manual Documentation and Review**

---

### **1. Objectives**

- Establish a system for The University of Queensland Heron Island Research Station (HIRS) EMS document control, distribution and review; and
- Identify responsibilities for document control, distribution and review.

### **2. Document Control**

The HIRS EMS Manual shall contain the following relevant documentation:

- Environmental Policy;
- Duty of Care & Reporting section;
- Emergency schedule;
- EMS operations contact schedule; and
- Programmes, operating procedures and/or schedules as appropriate.

EMS document control is the responsibility of the Document Controller of the Property and Facilities Division; and

Document control shall be carried out in accordance to the Property and Facilities Division Quality System Workbook/Administration {see Procedure PF-A/P1.0}.

### **3. Document Distribution**

- The Manager, HIRS or their delegates, shall distribute parts of the manual to their staff as they see fit or as required by their staff.
- The Document Controller will distribute a copy of The University of Queensland HIRS EMS manual to the Manager, HIRS or their delegates as appropriate.

### **4. Document and Manual Distribution Registers**

The Document Controller, Environmental Services, Property and Facilities Division, maintains the Document and Manual distribution Registers.

The Document Master Register contains the following information:

- Section number;
- File name;
- Document name;
- Issue number and date;
- Author responsible for the revision;
- Revision number and date; and
- Reasons for change.

The Manual Distribution register contains the following information:

- Research Station;
- Person holding the HIRS EMS Manual;
- Date (last update);
- EMS sections; and
- Issue numbers.

## **5. Custody of the EMS Manual**

- The EMS Manual shall be kept under the custody of the Manager, HIRS or their delegates;
- A master copy of The University of Queensland HIRS EMS shall be kept with the Document Controller at Environmental Services, Property and Facilities Division; and
- EMS Manual can be accessed through Property and Facilities Division computer network under the {G:\!Operations!\Environment\Ems\Hirs} directory and the Document Registers under {G:\!Operations!\Environment\EmsRegisters}.

## **6. EMS Manual Review**

The University of Queensland HIRS EMS manual is reviewed by the HIRS Manager and Environmental Services, Property and Facilities Division as follows:

- A review is carried out on the EMS manual at least every two years;
- The review shall be carried out by the HIRS Manager and Property and Facilities Division, through the Environmental Engineer, and invited participants from the University Schools and stakeholders;
- The Environmental Engineer shall immediately advise the Environmental Management Committee of any major changes which impact on The University Queensland Environmental Policy Statement;
- All amendments and changes in documentation will be given to the Document Controller at the Property and Facilities Division; and
- The Document Controller will then make the appropriate changes and distribute updated documentation and/or update the EMS website as necessary.