

Policies	POL 44	 consolidatedgroup.com.au
Data and Document Retention Policy		

PURPOSE

Consolidated Group of Companies is committed to ensuring that all business, safety, health, environmental, quality, and operational documents and records are controlled, accurate, secure, and available where and when they are required. This policy establishes a framework for the creation, control, storage, access, retention, and disposal of documents and records to protect information from:

- Loss of confidentiality
- Unauthorised access or misuse
- Loss of integrity or accuracy

LEGISLATIVE & STANDARD ALIGNMENT

This policy supports compliance with, but is not limited to, the following:

- Work Health and Safety Act 2020 (WA)
- WHS (General) Regulations 2022 (WA)
- Occupational Safety and Health Act 1984 (WA) (where applicable)
- Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs)
- Fair Work Act 2009 (Cth) (employment and personnel records)
- State Records Act 2000 (WA) (where applicable)
- ISO 9001, ISO 14001, ISO 45001 – Documented Information requirements

OBJECTIVES

Controlled and Managed Documents

Consolidated Group will maintain a document control and records management system that ensures:

Controlled documents are:

- Current, approved, and fit for purpose
- Easily accessible to authorised users
- Protected from unauthorised alteration or deletion
- Document review, approval, version control, and withdrawal processes are defined and implemented.

Workers, contractors, and visitors are informed how to access relevant HSE procedures, policies, and instructions applicable to their activities.

Obsolete documents are promptly removed from points of use to prevent unintended application.

Data Protection and System Integrity

HSE and operational data must be entered into approved systems that meet legislative and contractual requirements.

Information systems must protect data from:

- Unauthorised access
- Loss of confidentiality
- Corruption or loss of integrity
- Access to sensitive information is restricted based on role, responsibility, and legal requirements.

Record Keeping and Retention

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Records must be retained for periods that meet legislative, contractual, and operational requirements, in accordance with Consolidated Group Records Procedures.

Records include, but are not limited to:

- HSE records (incidents, investigations, risk assessments)
- Training, competency, and licensing records
- Worker health, medical, and occupational exposure records
- Employment and industrial relations records
- Audit, inspection, and compliance records
- Worker health, medical, and exposure records must:
- Be stored securely
- Be accessible only to authorised personnel
- Be retained for the legally required period
- Be protected to maintain confidentiality and privacy

RESPONSIBILITIES

Management

Accountable for ensuring document and records control systems are implemented, resourced, and maintained.

Managers and HSE Personnel

Responsible for ensuring documents and records within their area of responsibility are controlled, accurate, current, and retained in accordance with this policy.

Employees and Contractors

Responsible for using only current approved documents and for complying with document control and record-keeping requirements.

Failure to comply with document and records control requirements may result in corrective action.

RELATED PROCEDURES

Consolidated Group Records Management Procedures

Integrated Business Management System (IBMS)

Client-specific document storage or data management procedures (where applicable)

COMMITMENT

This policy applies to all Consolidated Group directors, management, employees, contractors, and suppliers and supports the effective operation of the Integrated Business Management System.

Approved



Theo Tsorvas

Director

Date 13.12.2025