



## State Records Act 1997

### Operational Records Disposal Schedule

**Attorney-General's Department - SafeWork SA**  
(and predecessor agencies)

**RDS 2017/04 Version 1**

Effective Date: 13 June 2017 to 30 June 2027

Approved Date: 13 June 2017

Approved by SRC



Attorney-General's Department - SafeWork SA (and predecessor agencies)

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## Preamble

### Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

### Application of the Schedule

**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

**Approved Date: 13 June 2017**

**Effective Date: 13 June 2017 to 30 June 2027**

### Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

### State Records' Contact Information

#### State Records of South Australia

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**Chair, State Records Council**

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**Director, State Records**



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## Disposal of Official Records

### Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

'If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.'

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

### Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by SafeWork SA, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from SafeWork SA to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records' policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

### Using the Schedule

The Schedule applies only to the records described within it.



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### Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
  - Activities and/or processes have two-level numbers (*e.g.* 1.1)
  - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. ( *e.g.* **WORKPLACE ACCREDITATION**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Advising**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of managing the responsibility for registrations, certification, competency standards, accreditation matters and licensing or authorisation associated with the requirements of legislation administered by SafeWork SA**)
  - definitions of activities are located adjacent to the activity title in italics *e.g.* *The provision of policy and technical advice to the Minister, Government, government agencies, industry, relevant boards and committees.*
  - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

### Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of SafeWork SA. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.





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Retention periods set down in the Schedule are minimum ones and SafeWork SA may extend the retention period of the record if it considers there is an administrative need to do so. Where SafeWork SA wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

## Custody and Transfer of the Record

### Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

### Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in ***Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)***.

SafeWork SA needs to comply with these policy documents - available from State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The custody of official records on networks or hard drives is also the responsibility of agencies. SafeWork SA needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

## Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the Chief Executive or delegate in accordance with the Destruction of Official Records Guideline issued by State





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Records of South Australia. Failure to comply with this direction falls under Section 17 of the State Records Act 1997 and may be considered by ICAC as misconduct or maladministration.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

SafeWork SA must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

SafeWork SA should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

## **Review**

State Records' disposal schedules apply for a period of ten years. Either SafeWork SA or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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## Context Statement

### Context of the Agency Covered by the Schedule

#### SafeWork SA History and Background

The *Occupational Health Safety and Welfare Act (SafeWork SA) Amendment Act* which was assented to on 14 July 2005 established SafeWork SA. It was officially launched on 24 October 2005 by merging the occupational health and safety functions that were performed by WorkCover with Workplace Services, Department for Administrative Services (DAIS).

All Occupational Health and Safety (OHS) functions previously administered by WorkCover were transferred to SafeWork SA on 1 January 2006.<sup>1</sup>

The functions (and records) carried over from Workplace Services to SafeWork SA can be traced back to the 19<sup>th</sup> century.

#### Factories and Steam Boilers, 1895 - 1959

The safety of the work place has been a significant factor in the history of South Australia since the settlement of Europeans. Yet it took another sixty years from this date of settlement for it to be placed in law. Since that time successive governments have treated it as a matter of social and political importance. It is also a fact that work safety and working conditions is a matter of considerable research, within Australia and internationally.<sup>2</sup>

An inspectorate of factories authorised by the *Factories Act of 1894* was established in 1895 under the responsibility of the Minister for Industry with an office at the Central Board of Health Office in King William Street. Supervision and control was reassigned to the Commissioner of Public Works and in 1906 to the Chief Secretary.

A parallel inspectorate of scaffolding was set up in 1908 under the terms of the *Scaffolding Inspection Act of 1907*. Responsibility for the two inspectorates was re-vested to the Minister of Industry in 1910.

A further inspectorate for steam boilers was brought into being in 1912 under the *Steam Boilers and Engine Drivers Act of 1911*.

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<sup>1</sup> Annual Report 2005-06 Department of Administrative and Information Services (DAIS)

<sup>2</sup> R Linn commentary on draft RDS 20 March 2017 and footnote 'There is considerable literature on the subject. Just one example, in the United Kingdom, is R. Samuel (ed.), *Miners, Quarrymen and Saltworkers*, Routledge & Kegan Paul Ltd, London, 1977. J. Moss, *Sound of Trumpets: History of the Labour Movement in South Australia*, Wakefield Press, Adelaide, 1985, covers local material'.



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A reorganisation in 1917 resulted in two departments, a Factories Department dealing with shops and lifts and a Steam Boilers Department. The Inspector of Scaffolding remained attached directly to the Minister of Industry's Department. Both departments were combined in 1923 to form the Factories and Steam Boilers Department.

On 1 January 1933 the administration of the *Inflammable Oils Act 1908-1929* was transferred from the Chemistry Department.

The Factories and Steam Boilers Department was abolished by proclamation on 14 May 1959 and the Department of Labour and Industry created with effect from 1 July 1959. At the same time the Industries Assistance Branch of the Department of Industry became a branch of the Department of Labour and Industry.<sup>3</sup>

### Dangerous Substances, 1860 - 1983

With the passage of the *Marine Board Act 1860*, the Marine Board was given the power to deal with explosives amongst other matters when it assumed responsibilities of its predecessors Trinity House, Local Marine Board and Port Adelaide Harbour Trust.<sup>4</sup>

An office of Inspector of Explosives was established within the Marine Branch by 1900 with responsibility for government magazines, North Arm Magazine, c1858-1903, Port Gawler Explosives Magazine, c1899-1911 and Dry Creek Explosives Magazine, 1903-1995.<sup>5</sup>

Under the terms of the *Inflammable Oils Act of 1908*, a Deputy Chief Inspector of Inflammable Oils was appointed in 1909 as an officer of the Marine Board.

When the Department of Chemistry was established on 1 December 1915 under the direction of the Minister of Industry, the Government Analyst and Chief Inspector of Explosives (and Chief Inspector of Inflammable Oils) Branch, formerly under the control of the Marine Branch came under that Department from 1 January 1916.<sup>6</sup>

On 1 January 1933 the administration of the *Inflammable Oils Act, 1908-1929* was transferred to the Factories and Steam Boilers Department, (however administration of the Explosives Act was retained in the Chemistry Department).

On 1 July 1976, the Chemistry Department merged with the State Supply Department and the Government Printing Department to form the Department of Services and Supply. The work of the Chemistry Department continued as the Chemistry Division of the Department with the

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<sup>3</sup> GRG64 Department of Labour and Industry, and predecessor and successor agencies SRSA agency registration

<sup>4</sup> GRG51 Department of Marine and Harbors and predecessors SRSA agency registration

<sup>5</sup> GRG105/11 Letter books of the Inspector of Explosives, 1900-1915

<sup>6</sup> GA 2231 Department of Chemistry SRSA agency registration



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Director retaining professional independence and autonomy in all specialist matter in recognition of his role as Government Analyst, Chief Inspector of Explosives, Administrator of the Gas Act and his statutory responsibilities under nine different acts.<sup>7</sup>

On 1 July 1983 the administration of the Gas Act and the Explosives Act was transferred from the Department of Services and Supply to the Department of Labour to rationalise dangerous substances legislation with the formation of the Dangerous Substances Branch.<sup>8</sup>

### Workplace Services, DAIS (and predecessors), 1959 - 2005

The Department of Labour and Industry was established on 1 July 1959, replacing the Department of Factories and Steam Boilers.

Following a change in Government in 1979 the Department of Labour and Industry was renamed the Department of Industrial Affairs and Employment.

In November 1982 the incoming Labor Government changed the name of the Department of Industrial Affairs and Employment to the Department of Labour. This was largely a cosmetic change, as had been the Department's previous name.

On 1 July 1983 the Dangerous Substances Branch was formed to rationalise the administration of dangerous substances legislation.

By June 1986 the Department of Labour through its Industrial Safety and Regional Services Division was responsible for ten regional offices, Central, Port Adelaide, Southern, Northern, Western, Eastern, Whyalla, Mount Gambier, Port Pirie and Berri Regional Offices.<sup>9</sup>

When WorkCover Corporation commenced operations in September 1987 it became responsible for administering some of the *Occupational Health Safety and Welfare Act 1986*.

The Department of Labour was abolished on 27 October 1993 with positions transferred to the Office of Government Management, Department of Labour and Administrative Services and Department of Justice.

Following a change in Government, the Department of Labour and Administrative Services was replaced by the Department for Industrial Affairs that was established on 9 December 1993.

With the introduction of *OHS&W Regulations 1995*, responsibility for registration of amusement structures, previously administered by the Liquor Licensing Commission under

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<sup>7</sup> GA 2231 Department of Chemistry SRSA agency registration

<sup>8</sup> South Australian Department of Labour 1983 Annual Report

<sup>9</sup> 1985/86 Annual Report Department of Labour



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the *Places of Public Entertainment Act*, was transferred to the Department with the repeal of that Act on 3 April 1995.<sup>10</sup>

The Department for Administrative Services (DAIS) was proclaimed on 23 October 1997 as part of a broad restructuring of the State public sector. Parts of the Industrial Affairs (Corporate Services, Workplace Client Services and Workplace Relations Policy) were transferred to the DAIS workplace group, Workplace Services that included business units, Central Linen, Fleet SA, Forensic Science, Industry Services, Riverside 2000 and Workplace Relations Policy.<sup>11</sup>

Some of these business units were subsequently relocated to other Departmental groups by 2000/2001.

Workplace Services was transferred to the Department of Justice on 4 December 2001 and then returned to the Department for Administrative and Information Services in early 2002.

It continued to operate within DAIS until SafeWork SA was formed as a business unit of DAIS.

**SafeWork SA (GA 1850), 2005 - ongoing**

SafeWork SA was officially launched as a business unit of DAIS on 24 October 2005.<sup>12</sup>

All OHS functions previously administered by WorkCover including the industry advisors and staff assigned to the OHS Skills Unit and the library and bookshop facilities were transferred to SafeWork SA on 1 January 2006.

SafeWork SA was organised into three major groups, Field and Front Line Services, Strategic Interventions and Policy and Strategy. By arrangement with the Commonwealth it also performed some work on behalf of or jointly with Commonwealth agencies, however the bulk of these investigations ceased in 2013.

The SafeWork Advisory Committee was appointed on 9 February 2006.

The announcement of South Australia's State Budget in 2006 included a restructure of the South Australian public sector. DAIS was abolished and SafeWork SA became part of the Department of the Premier and Cabinet on 1 January 2007.<sup>13</sup>

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<sup>10</sup> Department for Industrial Affairs 1994-95 annual report

<sup>11</sup> Department for Administrative and Information Services 1997/98 Annual Report

<sup>12</sup> Annual Report 2005-06 Department for Administrative and Information Services

<sup>13</sup> Department of the Premier and Cabinet Annual Report 2006-2007





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After more than two year's intensive work at the local and national level by SafeWork SA, South Australia's new harmonised work health and safety legislation, the *Work Health and Safety Act 2012*, took effect on 1 January 2013, replacing the *Occupational Health Safety and Welfare Act 1986*.<sup>14</sup>

Arising from the May 2014 Cabinet that announced machinery of government changes, SafeWork SA became a business unit within the Attorney-General's Department on 1 July 2014.<sup>15</sup> At that time it comprised Community Engagement, Compliance and Enforcement and Business Strategy and Performance.

In response to feedback from unions and business organisations that formed part of a statutory review of the WHS Act undertaken by Robert Stewart-Crompton (RSC Review) and the recommendations of a Parliamentary Inquiry into the Occupational Health and Safety Responsibilities of SafeWork SA tabled as the fifteenth report of the Parliamentary Committee on Occupational Safety, Rehabilitation and Compensation on 26 November 2013, SafeWork SA was restructured on 1 July 2014 into separate compliance and community engagement divisions to ensure the regulator remains customer focused and responsive.<sup>16</sup>

As a result of this restructure, on 1 July 2016 SafeWork SA was reorganised into three directorates to more clearly delineate and separate its educator and regulator roles to provide support in businesses to help reduce workplace injuries and focus on ensuring compliance with the laws.

SafeWork SA is currently undertaking a statutory three year review into the nationally harmonised work health and safety laws that will predominantly focus on the operation of the South Australian provisions that differ from the model laws developed by Safe Work Australia. The review will examine the impact of these provisions and help ensure the continued effectiveness of the state's work health and safety laws.

#### SafeWork SA Role and Function

SafeWork SA is responsible for providing work health and safety, public safety and state-based industrial relations services across South Australia. It administers a number of acts and regulations in public safety, work health and safety and worker relations and is accountable to the Minister for Industrial Relations for their application.<sup>17</sup>

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<sup>14</sup> Annual Report 2012-2013 Department of Premier and Cabinet

<sup>15</sup> Attorney-General's Department 2014-15 Annual Report

<sup>16</sup> Attorney General's Department 2014-15 Annual Report

<sup>17</sup> [www.safework.sa.gov.au/functionpages/about\\_us.jsp](http://www.safework.sa.gov.au/functionpages/about_us.jsp) 01.03.2017



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It has a regulatory function to ensure that work health and safety and public safety standards are met and appropriate action is taken when breaches of law are detected, and an educational function to help people better understand their work health and safety responsibilities.

### SafeWork SA Structure Description

SafeWork SA comprises three directorates, Educator, Regulator and Office of the Executive Director that includes Corporate Services and Policy and Governance. It is a division of the Attorney-General's Department.

It also has regional offices in Berri, Mount Gambier, Port Lincoln, Port Pirie and Whyalla that are managed by the Manager, Primary Industries, Resources, Country Compliance and Engineering within the Regulator Directorate.

A copy of the current organisation chart is attached as Appendix A.

### Predecessor Agencies

- GRG51 Marine Board – Inspector of Explosives, 1897 - 1915
- GRG51 Marine Board – Deputy Chief Inspector of Inflammable Oils, 1909 - 1915
- GA2231 Department of Chemistry, 1915 - 1976
- GA323 Factories Department, 1917 - 1923
- GA325 Factories and Steam Boilers Department, 1923 - 1959
- GA326 (GRG64) Department of Labour and Industry 1959 - 1979
- GA223 (GRG105) Chemistry Division, Department of Services and Supply, 1976 - 1983
- GA327 Department of Industrial Affairs and Employment, 1979 - 1982
- GA293 Department of Labour, 1982 - 1993
- GA4745 (Return to Work SA, formerly) WorkCover Corporation 1987 - 2005
- GA567 Department of Labour and Administrative Services, 1993
- GA679 Department for Industrial Affairs, 1993 - 1997
- GA806 Workplace Services, Department of Administrative and Information Service, 1997 - 2005

### Successor Agencies

There are no successor agencies.

### Legislation

Relevant legislation administered by agency:

- *Dangerous Substances Act 1979*
- *Dangerous Substances (Dangerous Goods Transport) Regulations 2008*
- *Dangerous Substances Regulations 2002*





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- *Daylight Savings Act 1971*
- *Employment Agents Registration Act 1993*
- *Employment Agents Registration Regulations 2010*
- *Explosives Act 1936*
- *Explosives (Fireworks) Regulations 2016*
- *Explosives Regulations 2011*
- *Explosives (Security Sensitive Substances) Regulations 2006*
- *Fair Work Act 1994*
- *Holidays Act 1910*
- *Long Service Leave Act 1987*
- *Mines and Works Inspection Act 1920*
- *Petroleum Products Regulation Act 1995*
- *Petroleum Products Regulations 2008*
- *Shop Trading Hours Act 1977*
- *Standard Time Act 2009*
- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2012*

Relevant legislation not administered by agency:

- *Boilers and Pressure Vessels Act 1968 (ceased)*
- *Construction Industry Long Service Leave Act 1987*
- *Factories Act 1894 (ceased)*
- *Fair Work (Clothing Outworker Code of Practice) Regulations 2007*
- *Freedom of Information Act 1991*
- *Gas Act 1997*
- *Industrial Safety Health and Welfare Act 1972 (ceased)*
- *Inflammable Oils Act 1908-1929 (ceased)*
- *Lifts and Cranes Act 1960 (ceased)*
- *Lifts and Cranes Act 1985 (ceased)*
- *Liquefied Petroleum Gas Act 1960 (ceased)*
- *Marine Board Act 1860 (ceased)*
- *Motor Fuel Distribution Act 1973*
- *Occupational Health, Safety and Welfare Act 1986 (ceased)*
- *Occupational Health, Safety and Welfare Regulations 1995 (ceased)*
- *Offshore Minerals Act 2000*
- *Ombudsman Act 1972*



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- *Petroleum and Geothermal Energy Act 2000*
- *Petroleum (Submerged Lands) Act 1982*
- *Public Sector Act 2009*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Return to Work Act 2014*
- *Safety, Rehabilitation and Compensation Act 1988 (Commonwealth)*
- *Scaffolding Inspection Act 1907 (ceased)*
- *Shearers Accommodation Act 1922 (ceased)*
- *Shearers Accommodation Act 1975 (ceased)*
- *State Records Act 1997*
- *Steam Boilers and Enginedrivers Act 1911 (ceased)*
- *White Phosphorous Matches Prohibition Act 1915 (ceased)*
- *Worker's Compensation Act 1971 (ceased)*
- *Workers Rehabilitation and Compensation Act 1986 (ceased)*
- *Workmen's Compensation Act 1971 (ceased)*

**Context of the Records Covered by the Schedule**

**Coverage of RDS 2017/04**

RDS 2017/04 does not cover records already in the custody of State Records as part of Government Record Groups (GRG) 37, 64 and 105. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

Continuing Government Record Series (GRS) in the custody of State Records that are covered by this RDS are:

- GRS 1789 Explosives' licence files, numeric series, 1928 - ct
- GRS 11960 Inspectors' notebooks, field note books and diaries – Department of Labour and Industry and successor agencies, 1970 - ct
- GRS 16030 Dangerous Substances Act files, numeric series with alpha prefixes – SafeWork SA and predecessors, c1989 - ct
- GRS 13301 InfoNET case files annual single number series, Workplace Services, later SafeWork SA, 2002 - ct
- GRS 13289 Corporate files, annual single number with 'SWSA' later 'SAFE' prefix – SafeWork SA, 2005 - ct



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- GRS 13330 Security sensitive ammonium nitrate licence files with 'SS' prefix, 2006 - ct

Records, including some that require resentencing on approval of this RDS, held by the agency's ASP, TIMG that are covered by this RDS are:

- Licence, permit and registration files for each type of licence, permit, registration etc issued by SafeWork SA or predecessors
- Renewals for each type of licence, permit, registration etc issued by SafeWork SA
- Work injury and industrial reports and investigations which are in 'factory files', CARS and InfoNET files
- Asbestos related files
- 'ISO' records
- Financial and FBT records
- Regional Office (ACRO, ANRO, ASRO) records

**Related Series Affected by RDS 2017/04**

- GRS 1789 Explosives licence files, numeric series, 1928 - 1997
- GRS 4888 Copies of certificates of competency issued under various industrial safety and workplace Acts - Department of Labour and Industry and successor agencies, 1963 - ct
- GRS 4972 Dangerous substances files – SafeWork SA and predecessors, c1989 - ct

**Complementary Schedules to RDS 2017/04**

- RDS 2011/017 Version 1 Disposal of older than 50 years Explosives Magazines records of SafeWork SA approved 6 December 2011.

**Existing Disposal Schedules Superseded by RDS 2017/04**

- RDS 2006/06 Version 2 for Department of the Premier and Cabinet - SafeWork SA (and predecessor agencies) approved 14 August 2007.

**Records Structure within SafeWork SA**

There is a centralised structure within SafeWork SA.

RecFind is used to manage the corporate files (GRS 13289).

The operational case and licensing files are managed using InfoNET (GRS 13301).

There are no other databases that provide file numbers.



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### Broad Description and Purpose of the Records

There are two main complex correspondence series maintained by SafeWork SA that deal with the regulation of work health and safety and investigation of breaches and community education. There are also simple series for the each type of licence, permit, authorisation etc applied for under the legislation that it administers.

Whereas the RecFind database is only used to control records, the InfoNET database, not only registers operational and licensing files, it also provides for renewal of licences etc and the storage of some electronic records arising from investigations.

There is also interoperability with portals created on SafeWork SA's web site that enable clients to apply for and renew licences etc and update information relevant to those licences etc.

### Functions and Activities Documented by the Records

SafeWork SA's main functions are the regulation of various work health and safety legislation and community education to improve work health and safety and to prevent and reduce work accidents.

The functions are achieved through:

- Registering, approving, licensing, authorising, exempting or certifying items specified by legislation administered by SafeWork SA
- Working in partnership with employers, workers, unions and industry representatives to achieve best practice in workplace health and safety and industrial relations
- Assisting business operators and workers to systematically manage work health and safety on a daily basis through risk management and consultation with all in the work place
- Developing targeted compliance and enforcement strategies to achieve significant improvements in industries at risk
- Providing information and assistance on workplace health and safety and industrial relations matters to employers, workers and key stakeholders
- Investigating workplace injuries, illnesses and fatalities and prosecuting individuals and companies failing to meet their workplace responsibilities
- Identifying poor performing industries, hazards and/or industrial relations concerns and developing targeted improvement strategies to address issues
- Developing effective networks with employers and unions



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- Providing timely advice to government on work health and safety and industrial relations issues

A compensation function has also been included to provide for the destruction of residual inherited records.

### **Arrangement of the Records**

Pre 1998, OHS client files were maintained as 'bag' files that were arranged alphabetically by name of employer or client, annual single number industrial relations dockets were maintained as Inspectors Reports and licensing files were maintained as separate series for dangerous substances, lifts, plant etc. The industrial relations and licensing files were prefixed with a prefix for the regional office that controlled them ie ACRO (Adelaide Central), ANRO (Adelaide Northern), BE (Berri), EA (Eastern Adelaide), MG (Mount Gambier), PA (Port Adelaide), PP (Port Pirie), AS (Adelaide Southern) and WH (Whyalla).

Subsequently OHS and industrial relations files transitioned to single contact/ case 'CARS' files that were controlled between 1998 and 2001 with an annual single number and prefix for each office. The CARS files contained alphabetical prefixes AN (Adelaide Northern), BE (Berri), MG (Mount Gambier), PP (Port Pirie) and WH (Whyalla). Both case and corporate files are now arranged in separate series arranged by separate annual single number order.

The case files (GRS 13301) are now allocated numbers centrally from an electronic business system (InfoNET) that differentiates from the corporate files with a dash between the year and number ie YYYY-NNNN.

The corporate files (GRS 705, then GRS 13289) are coded with an annual single number and prefix, currently 'SAFE' ie SAFEYY/NNNN from an electronic records management system, (initially CARMS, then RecFind).

There are separate series for authority, licence and permit files. These are now controlled by the electronic business system (InfoNET).

### **Agency Creating the Records**

SafeWork SA administers the records covered by this RDS. The records were created by SafeWork SA or its predecessors.

### **Agency Owning or Controlling the Records**

SafeWork SA that administers the records covered by this RDS also controls or owns them.

### **Date Range of the Records**

Records Date Range: 1899 to Ongoing



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### Volume of the Records

SafeWork SA has approximately 5,710 type 1 boxes stored at the ASP, TIMG. This equates to 1,540 metres. These records are predominantly licence and long term temporary (currently 45 years) accident investigation files.

A further 2,637 boxes of permanent records are held at State Records. This equates to 527 metres.

On site holdings equate to approximately 200 metres.

SafeWork SA creates approximately 65 hard copy metres per year.

There are currently approximately 1,966 GB of electronic records saved within network drives and databases including drafts and possible duplications. SWSA shares AGD network drives. Two drives (X and Z) with a total 2TB capacity are specifically devoted to SWSA. Two other drives for e-mails and personal data with capacities of 1.4TB and 170 GB are shared between all AGD staff.

The stand-alone InfoNET database currently occupies 100 GB.

### Special Custody Requirements

There are no special custody requirements.

### Special Storage Requirements

There are no special storage requirements.

### Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

## Comments Regarding Disposal Recommendations

### Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this Schedule are:

*Objective 1: To identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.*

SafeWork SA's records that meet this objective include items 1.4.1, 3.2.3, 5.3.1, 5.3.2, 5.3.3, 5.4.1, 5.4.2, 5.5.1.





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*Objective 2: To identify and preserve official records providing evidence of deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the state of South Australia.*

SafeWork SA's records which meet this objective include items 1.1.1, 1.1.2, 1.5.1, 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.6.1, 3.7.1, 3.9.1, 4.1.1, 4.1.3, 4.5.6, 5.1.1, 5.6.1.

*Objective 4: To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

SafeWork SA's records which meet this objective include items 1.3.2, 1.6.15, 3.5.1, 3.8.1, 4.4.12

*Objective 5: To identify and preserve official records that contribute to the protection and well-being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact on government activities on them.*

SafeWork SA's records which meet this objective include items 1.2.1, 1.3.1, 1.6.1, 1.6.6, 1.6.7, 1.6.8, 1.6.16, 1.6.20, 1.6.21, 1.6.22, 1.6.25, 1.6.26, 1.6.27, 2.1.1, 3.3.1, 3.4.1, 3.6.3, 4.2.1, 4.4.1, 4.4.2, 4.4.3, 4.4.7, 4.4.9, 4.4.14, 4.4.15, 4.4.16, 4.5.1, 4.5.2.

**Temporary Records Rationale**

Temporary records are those considered not to have continuing value to SafeWork SA, the State Government nor to the community. Retention periods have been determined by the legal, administrative, evidential and financial accountability requirements of SafeWork SA. Records documenting core business activities in this Schedule that are considered of temporary value have short, or less-than-permanent terms before expiry.

These include

Routine information (1.1.3, 1.1.4, 1.3.6, 1.6.5, 1.6.14, 3.1.3, 3.1.4, 3.2.4, 3.4.2, 3.5.2, 3.6.2, 3.10.1, 3.10.2, 3.10.3, 4.1.2, 5.1.2, 5.2.1, 5.3.4)

Applications for 'working life' registrations, licences, permits, exemptions and notifications documented in summary registers. (Items 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6, 1.3.3, 1.3.4, 1.3.5, 1.6.2, 1.6.3, 1.6.9, 1.6.10, 1.6.11, 1.6.12, 1.6.13, 1.6.17, 1.6.18, 1.6.19, 1.6.23, 1.6.24, 1.6.28, 1.6.29, 1.6.30, 1.6.31, 1.6.32, 4.2.2, 4.2.3, 4.3.1, 4.4.4, 4.4.5, 4.4.6, 4.4.8, 4.4.10, 4.4.11, 4.4.13, 4.4.17, 4.5.3, 4.5.4, 4.5.5, 5.4.3)

Unsuccessful applications for registrations, licences, permits, exemptions or funding. (Items 1.6.4, 2.1.2, 3.3.2)





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**Other Disposal Considerations**

Part 4 Division 4.2.8 Section (6) of the *Occupational Health, Safety and Welfare Regulations 1995* required an employer who had undertaken asbestos work and wound up his or her business or otherwise ceased operations in the State, to send to the Director (the person for the time being holding, or acting in, the position of Executive Director of that part of the Department that is directly involved in the administration and enforcement of the OHSW Act), within one month, any records kept under this regulation. The records contained, under the name of each employee, detailed information in relation to the asbestos work carried out by the employee (including the dates on which the work was carried out, the place or places where the work was carried out, and the results of any atmospheric monitoring undertaken to determine the levels of airborne asbestos fibres).

Under Regulation 4.2.8 Section (3) (b) these records had to be retained by the employer for 40 years from the date of the last entry in the records.

RDS Entry 4.5.4 has been included to allow SWSA to dispose of records received from liquidated asbestos removal companies under this regulation when they fall due for destruction. One of these series was GRS 4354 SES Holdings Asbestos Removal, Employee Records, 1988 - 1993.

There are no other considerations for or against the retention or destruction of records affected by this RDS.

**Disposal Recommendation Effect on Related Records**

There are no related records affected by the disposal recommendations in this RDS.

**Alternative Record Formats**

There are no alternative record formats.

**Impact on Native Title Claims**

There is no discernible relevance to Native Title Claims.

**Indigenous Considerations**

The determinations within RDS 2017/04 are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2017/04 meets all cultural, historical, legal and administrative requirements.



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All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

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## Scope Note

### Records Covered by this Schedule

This RDS 2017/04 applies to the ongoing records of SafeWork SA since the commencement of operations in 2005, as well as the closed records of its predecessor agencies.

### How to Apply this Schedule

#### Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to **GDS 32**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

#### Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

#### Other RDS superseded by RDS 2017/04

This RDS does not supersede any existing schedules.

#### Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

SafeWork SA will review and re-sentence the records whose retention periods have altered.

#### Records excluded from RDS 2017/04

There are no records excluded from cover by this RDS.



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### Application to records in all formats

RDS 2017/04 applies to records in all formats, including databases and other electronic records. SafeWork SA is required to ensure that records remain accessible for the duration of designated retention periods.

### Interpretation of the Schedule

#### Minimum retention periods

Retention periods for temporary records shown in RDS 2017/04 are minimum retention periods for which records need to be retained. It is at the discretion of SafeWork SA as to whether records are kept for longer than the minimum period.

#### Acronyms

- AGD – Attorney-General's Department
- AS – Australian Standard
- ASP – Approved Service Provider
- CARMS – Computer Aided Records Management System
- CARS – Client Activity Recording System
- EPH – Entry Permit Holder
- HRWL – High Risk Work Licences
- HSR – Health and Safety Representative
- ILO – International Labour Organisation
- MHF – Major Hazard Facility
- OHS&W – Occupational Health, Safety and Welfare
- PCBU – Person Conducting a Business or Undertaking
- RTO – Registered Training Organisation
- RTWSA – Return to Work Corporation of South Australia (previously known as WorkCover)
- SOP – Standard Operating Procedure
- SSAN – Security Sensitive Ammonium Nitrate
- SWSA - SafeWork SA
- TIMG – Total Information Management Group (AGD's ASP)
- WHS – Work Health and Safety
- WKP – Workplace Services

#### Definitions of terms specific to RDS 2017/04

- Blasters – Persons commonly known as shot firers (or 'powder monkey') usually associated with mining and quarrying. They load drill holes ie blast holes with explosives to remove rock-ore.



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- CARMS – An old propriety records management system by Ortex used in government agencies.
- CARS – A database application used for recording compliance and investigation activities and for reporting on these activities.
- Dangerous Goods Driver Licence – A licence required by a person driving a vehicle carrying or transporting dangerous goods determined by a Competent Authority in accordance with the *Dangerous Substances (Dangerous Goods Transport) Regulations 2008* to be dangerous goods.
- Dangerous Substances – Although the name of an act that brought together control of inflammable oils and gas in 1979, it was also the original name given to the Branch when administration of the *Dangerous Substances Act and Explosives Act* were brought together. Although both acts remain in force, the subjects of both may sometimes be referred to collectively as ‘dangerous substances’.
- Demolition – After 1 January 2013, notification limited to a load bearing structure > than 6 m in height, load shifting machinery on a suspended floor and explosives.
- Friable asbestos – Non-bonded asbestos fabric or material containing more than 1% asbestos by weight and is in the form of powder or may be crumbled or crushed.
- InfoNET – A database application used for licensing transactions, recording compliance and investigation activities and for reporting on these activities.
- Major hazard facilities – Locations such as oil refineries, chemical plants and large chemical and fuel storage sites where large quantities of hazardous materials are stored, handled or processed.
- Non-scheduled – Items of plant not required to be registered under provisions of the *Occupational Health, Safety and Welfare Act 1986* or
- Plant Registration – Applies to boilers, pressure vessels, lifts, building maintenance units, concrete placing booms etc as defined in and amusement devices covered by Section 2.1 of AS35333:1:2009.
- RecFind – A propriety physical records management system by Knowledgeone Corporation.
- Registered Assessors – Persons authorised by SWSA to assess the competency of individuals to undertake action or their work prescribed in WHS legislation.
- Registered Training Organisation – A vocational education organisation that provides training that results in qualifications and statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia. They are approved to deliver ‘White Card’ (Safety Induction/Construction Induction) training for the construction industry and may, by agreement under Section 325 of the *Work Health and Safety Regulations 2012*, issue those cards. This is a requirement to enter a construction site to indicate that the holder has completed a basic workplace safety induction.
- Responsible Officer - a person appointed by a body corporate under Section 61 of the OHSW Act 1986 who must be a resident of SA and either
  - (a) a member of the governing body of the body corporate who resides in the



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State; or

(b) the chief executive officer of the body corporate, if he or she resides in the State; or

(c) if no one is eligible for appointment under a preceding paragraph—a senior executive officer of the body corporate who resides in the State; or

(d) if no one is eligible for appointment under a preceding paragraph—an officer of the body corporate who is required to undertake OHS training within 3 months of appointment.

- SafeWork SA Awards – SWSA confers a variety of high profile awards that may also be referred to as scholarships. The Safe Work Awards were established in 1999 to recognise and reward South Australia's work health and safety achievements. SWSA also bestows other awards or scholarships, eg Augusta Zadow Awards (Scholarships) that can help meet the costs of a work health and safety initiative that benefits working women, research or further education (Augusta Zadow was an advocate for women's rights in the workplace and became South Australia's *'First Lady Inspector of Factories'* in 1895) and Work Health and Safety Supplementary Scholarships (WHS Scholarships) to supplement ongoing research into the prevention of workplace injuries and illness in South Australia.
- Serious injury or illness – Defined in Section 36 of the *Work Health and Safety Act 2012* as an injury or illness requiring a person to have immediate treatment as an in-patient at a hospital or other prescribed injuries or medical treatment within 48 hours of exposure to a substance.  
<https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012/CURRENT/2012.40.UN.PDF>
- White Card – A type of authorisation required before anyone can work on an Australian construction site. White Card accreditation is provided by an RTO. Trainee records are kept by individual RTOs.

### Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*).

Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

### Records and Litigation

Where SafeWork SA is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be



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destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

**Pre-1901 Records**

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

This RDS applies to pre-1901 records that are required to be **retained permanently**.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
<b>1</b>	<b>WORKPLACE ACCREDITATION</b>	<b>The function of managing the responsibility for registration, certification, competency standards, accreditation matters and licensing or authorisation associated with the requirements of legislation administered by SafeWork SA.</b>	
<b>1.1</b>	<b>Advising</b>	<i>The provision of policy and technical advice to the Minister, Government, government agencies, industry, relevant boards and committees.</i>	
1.1.1	Advising	Records relating to the provision of policy and technical advice to the Minister, Government, industry and relevant boards on specific subjects/issues. Includes correspondence, reports, minutes, briefing notes.	<b>PERMANENT</b>
1.1.2	Advising	Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where SafeWork SA has the lead agency role.	<b>PERMANENT</b>
1.1.3	Advising	Records relating to liaison with other government agencies on common issues relating to the provision of advice relating to these issues where SafeWork SA does not have the lead agency role. See 1.1.1 for policy and technical advice on specific subjects and issues.	<b>TEMPORARY</b> Destroy 10 years after action completed
1.1.4	Advising	Records relating to provision of routine information.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>1.2</b>	<b>Audit</b>	<i>The activities associated with officially checking that conditions of accreditation are being maintained and appropriate records are kept.</i>	
1.2.1	Audit	Records relating to audits of Registered Assessors.	<b>PERMANENT</b>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.2.2	Audit	Registered Assessors' competency assessment returns.	<b>TEMPORARY</b> Destroy 8 years after action completed
1.2.3	Audit	Records relating to audits of asbestos removalists. See 4.4.13 for asbestos removal notices.	<b>TEMPORARY</b> Destroy 2040 or 40 years after audit completed, whichever is the later
1.2.4	Audit	Records relating to asbestos handling by employees under <i>Occupational Health and Safety Regulations</i> and successor legislation. Includes GRS 4354.	<b>TEMPORARY</b> Destroy 2040 or 40 years after date of last entry, whichever is the later
1.2.5	Audit	Records relating to the removal of friable asbestos under the <i>Occupational Health Safety and Welfare Act</i> and successor acts. Records may include applications, approvals, methods/procedures, air monitoring records, analysis of asbestos samples etc. See 4.4.13 for asbestos removal notices.	<b>TEMPORARY</b> Destroy 2040 or 40 years after action completed, whichever is the later
1.2.6	Audit	Records relating to audits of training providers for workplace training which may include workplace safety representatives, first aid etc. See also 4.4.17 for prohibition notices issued. See also 1.6.13 for self-check lists.	<b>TEMPORARY</b> Destroy 8 years after audit completed
<b>1.3</b>	<b>Course Approvals</b>	<i>The activities associated with the approval of training courses including assessment of content and monitoring of courses.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.3.1	Course Approvals	Records relating to the establishment of training course criteria or content of courses conducted by institutions of vocational education for delivery in South Australia.	<b>PERMANENT</b>
1.3.2	Course Approvals	Consolidated information on training for specific industries including master copies of minutes of industry based committees eg joint committees established with industry-based unions and industry associations to identify training required to reduce industrial accidents.	<b>PERMANENT</b>
1.3.3	Course Approvals	Records relating to the approval of training providers, which may include content of training courses, workplace safety representative training courses, first aid training courses, 'Explosives in Agriculture' training courses.	<b>TEMPORARY</b> Destroy 10 years after completion of final course
1.3.4	Course Approvals	Records relating to the content of approved workplace training courses developed by training providers.	<b>TEMPORARY</b> Destroy 10 years after the agency ceases to have responsibility for course approval
1.3.5	Course Approvals	Records relating to submissions by training providers who have not been approved. Records may include submissions, content of training courses, correspondence.	<b>TEMPORARY</b> Destroy 2 years after action completed
1.3.6	Course Approvals	Records relating to liaison with course developers in the development of courses not formally approved by the agency.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>1.4</b>	<b>Operating Procedures</b>	<i>Standard methods of operating laid down by SafeWork SA according to legislation, standards and formulated policy.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.4.1	Operating Procedures	Records relating to the development of Standard Operating Procedures (SOP) and procedure manuals. Records may include master copies of Standard Operating Procedures and procedure manuals.	<b>PERMANENT</b>
<b>1.5</b>	<b>Policy</b>	<i>The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision making, and as a basis from which operating procedures are determined.</i>	
1.5.1	Policy	Records relating to the formulation of precedent including final policy document.	<b>PERMANENT</b>
<b>1.6</b>	<b>Registration and Certification</b>	<i>The process of officially registering, approving, authorising, licensing or certifying people, plant designs, systems or products to undertake particular operations and to meet required standards and codes.</i>	
1.6.1	Registration and Certification	Registration details of licences, permits authorisations etc issued, registrations for plant and plant design and notifications of prescribed persons eg Health and Safety Representatives under legislation administered by SafeWork SA eg <i>Dangerous Substances Act 1979, Explosives Act 1936 and Work Health and Safety Act 2012.</i>  See also 1.6.21 for register and 4.4.1 for database applications.	<b>PERMANENT</b>
1.6.2	Registration and Certification	Activities associated with the renewal of licences, permits, authorisations etc. under legislation administered by SafeWork SA, involving only financial transactions that are maintained off file or batched separately.	<b>TEMPORARY</b> Destroy 7 years after action completed
1.6.3	Registration and Certification	Records relating to requests for the issue of replacement documents, certificates, licences, permits etc.	<b>TEMPORARY</b> Destroy 7 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.6.4	Registration and Certification	Unsuccessful and lapsed applications for licences, permits, authorisations etc. Records may include applications, notice of non-approval, letter of review, internal review and decision.	<b>TEMPORARY</b> Destroy 2 years after action completed or return submitted documents to applicant
1.6.5	Registration and Certification	Routine correspondence including enquiries and provision of information relating to accreditation and notifications.	<b>TEMPORARY</b> Destroy 2 years after action completed
1.6.6	Registration and Certification	Records relating to successful registration of Major Hazard Facility (MHF) licences. See also 4.2.1 for MHF audits.	<b>PERMANENT</b>
1.6.7	Registration and Certification	Records relating to approved applications for registration of designs for scheduled hazardous plant. See 1.6.1 for register.	<b>PERMANENT</b>
1.6.8	Registration and Certification	Records relating to the inspection of plant items that have historical significance eg pre 1940 lifts and boilers. See 1.6.11 for temporary files.	<b>PERMANENT</b>
1.6.9	Registration and Certification	Records relating to registration and certification of accredited assessors.	<b>TEMPORARY</b> Destroy 50 years after action completed
1.6.10	Registration and Certification	Records relating to licences granted for restricted and unrestricted asbestos removal.	<b>TEMPORARY</b> Destroy 2040 or 40 years after non-renewal or cancellation of licence, whichever is the later





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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.6.11	Registration and Certification	Records relating to applications for registration of scheduled plant and inspections. See 1.6.8 for plants that have historical significance.	<b>TEMPORARY</b> Destroy 20 years after plant decommissioned or destroyed
1.6.12	Registration and Certification	Successful applications for High Risk Work Licences (HRWL), previously known as certificates of competency.	<b>TEMPORARY</b> Destroy 10 years after non-renewal or cancellation
1.6.13	Registration and Certification	Successful applications for licences, permits, authorisations and notifications of prescribed persons eg Health and Safety Representatives under <i>Work Health and Safety Act</i> and unsuccessful applications subject to external appeal and not included in 1.6.6 - 1.6.12 and 1.6.14. See 1.6.1 for registers.	<b>TEMPORARY</b> Destroy 10 years after action completed
1.6.14	Registration and Certification	Records relating to notification of construction work and gas installations (and only for demolition continuing on or after 1 January 2013).	<b>TEMPORARY</b> Destroy 7 years after action completed
1.6.15	Registration and Certification	Master copies of examination papers used for registration of training providers, work health and safety assessors.	<b>PERMANENT</b>
1.6.16	Registration and Certification	Records relating to licences to keep dangerous substances under the <i>Dangerous Substances Act 1979</i> and to sell petroleum products under the <i>Petroleum Products Regulation Act 1995</i> . Includes GRS 4972. See also 1.6.1 and 1.6.17. See also 1.6.2 for renewals.	<b>PERMANENT</b>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.6.17	Registration and Certification	Records relating to licences to keep dangerous substance under the <i>Dangerous Substances Act 1979</i> where only 'Class 2' (LPG and CNG) dangerous substances are stored. See also 1.6.16	<b>TEMPORARY</b> Destroy 7 years after action completed
1.6.18	Registration and Certification	Records relating to successful applications for Dangerous Goods Driver Licences and renewals.	<b>TEMPORARY</b> Destroy 10 years after renewal, non-renewal or cancellation
1.6.19	Registration and Certification	Records relating to licences for Dangerous Goods Vehicle Licences.	<b>TEMPORARY</b> Destroy 3 years after registration lapses or is withdrawn
1.6.20	Registration and Certification	Records relating to successful applications for approvals and determinations under the <i>Dangerous Substances Act 1979</i> and <i>Dangerous Substances (Dangerous Goods Transport) Regulations 2008</i> . Includes approvals for tank design, packaging design, method of preparing over pack and contents, design of segregation devices and bulk containers and Regulation 155 determinations. See 1.3.4 for approval of Dangerous Goods Driver Training Course See 4.3.1 for Application for Exemption – Dangerous Goods Transport.	<b>PERMANENT</b>
1.6.21	Registration and Certification	Register of numbered autogas compliance plates and numbered books of Certificates of Compliance issued to autogas permit holders.	<b>PERMANENT</b>



**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.6.22	Registration and Certification	Permits to install Autogas Fuel Systems. Details include authorisation to carry out installation, maintenance and repair to autogas fuel systems, including GRS 2115, as this is the only record extant until 2002. See also 4.4.1.	<b>PERMANENT</b>
1.6.23	Registration and Certification	Certifications of autogas fuel installations.	<b>TEMPORARY</b> Destroy 5 years after action completed
1.6.24	Registration and Certification	Records relating to successful applications for registration of Auto-Gas Installers. See also 1.6.2 for renewals.	<b>TEMPORARY</b> Destroy 50 years after action completed
1.6.25	Registration and Certification	Records relating to licences for premises where explosives are stored in magazines or manufactured (factories). Includes licence files containing applications and approvals and book copies of magazine licences issued to 1998 under Schedule S Regulation 11.04(2) of the <i>Explosives Act</i> .	<b>PERMANENT</b>
1.6.26	Registration and Certification	Historical records relating to the operation of Government Magazines at North Arm and Dry Creek. Includes (GA 2329) North Arm Magazine time books 1899-1902 and the balance of (GA 2331) Dry Creek Magazine time books, 1907-1995 not in GRS 14675.	<b>PERMANENT</b>



**Attorney-General's Department - SafeWork SA** (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.6.27	Registration and Certification	Records relating to applications for SSAN certificates dealing with security sensitive substances under the <i>Explosives (Security Sensitive Substances) Regulations 2006</i> . Includes GRS 13330. See also 1.6.28 for mix and use Ammonium Nitrate Mixture licences.	<b>PERMANENT</b>
1.6.28	Registration and Certification	Records relating to successful applications for blasters, explosives premises, mix and use Ammonium Nitrate Mixture, pyrotechnician's, fireworks, pyrotechnic import, export and sale licences and purchase and display permits issued under the <i>Explosives Act</i> . Includes licence and permit files containing applications and approvals and book copies of Licences to Carry Explosives (Schedule N Regulation 7.04(3)) and Licences to Mix and Use Ammonium Nitrate (Schedule K Regulation 4.05(a) of the <i>Explosives Act</i> ) issued to 1998. See also 1.6.27 for SSAN certificates.	<b>TEMPORARY</b> Destroy 7 years after non-renewal or cancellation of licence
1.6.29	Registration and Certification	Records relating to notifications of fireworks' displays involving the use of firecrackers (for cultural or religious ceremonies or celebrations).	<b>TEMPORARY</b> Destroy 3 years after expiry of permit period
1.6.30	Registration and Certification	Records relating to successful applications for Employment Agent's Registration Licence under the <i>Employment Agents Registration Act 1993</i> .	<b>TEMPORARY</b> Destroy 7 years after non-renewal or cancellation of licence
1.6.31	Registration and Certification	Records relating to successful applications for a licence to sell motor spirit and lubricants under Section 17 of the <i>Shop Trading Hours Act 1977</i> .	<b>TEMPORARY</b> Destroy 7 years after non-renewal or cancellation of licence



**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 WORKPLACE ACCREDITATION</b>			
1.6.32	Registration and Certification	Records relating to the nomination and training of Responsible Officers for bodies corporate.	<b>TEMPORARY</b> Destroy 7 years after term has concluded



**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 BOARD AND COMMITTEE MANAGEMENT</b>			
<b>2</b>	<b>BOARD AND COMMITTEE MANAGEMENT</b>	<b>The function of administering boards and committees administered by SafeWork SA. See GDS 30 v1.1: 2.5 for establishment, members and meeting arrangements and 2.7 for reporting.</b>	
<b>2.1</b>	<b>Grant allocation</b>	<i>The activities associated with administering the receipt of submissions/applications for and the provision of grants.</i>	
2.1.1	Grant allocation	Accepted submissions for grants and expressions of interest to fund projects on WHS and Rehabilitation. Records may include research, evaluations, budgets, progress reports, summaries, work plans, conclusions, minutes of meetings, final reports of product and associated correspondence.	<b>PERMANENT</b>
2.1.2	Grant allocation	Rejected submission for grants and expressions of interest to fund projects on WHS.	<b>TEMPORARY</b> Destroy 7 years after action completed





**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
<b>3</b>	<b>COMMUNITY AWARENESS</b>	<p>The function of increasing awareness by educating the SA business community, the public and other government organisations about workplace legislation, workplace health and safety and good industrial relations practices.</p> <p>Includes special campaigns, activities, promotions and training programs to raise awareness of these issues and the provision of a help line, publications and a website. Includes workplace safety and industrial award issues.</p> <p>See GDS 30 v1.1: 12.13.1 for master copy of agency publications and 13.22.2 for master copy of agency's annual report.</p>	
<b>3.1</b>	<b>Advising</b>	<i>The provision of policy and technical advice to the Minister, Government, government agencies, industry, relevant boards and committees.</i>	
3.1.1	Advising	Records relating to the provision of policy and technical advice to the Minister, Government industry and relevant boards on specific subjects/issues.	<b>PERMANENT</b>
3.1.2	Advising	Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where the agency has primary responsibility for the issue.	<b>PERMANENT</b>
3.1.3	Advising	Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues where the agency does not have the lead agency role.	<b>TEMPORARY</b> Destroy 10 years after action completed
3.1.4	Advising	Records relating to the provision of routine information.	<b>TEMPORARY</b> Destroy 2 years after action completed



**Attorney-General's Department - SafeWork SA** (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
<b>3.2</b>	<b>Advisory Services</b>	<i>The activities associated with the provision of information to the business community, the public and other government organisations. Information relates to all agency functions and activities including legislation, safety issues, industrial awards issues, training issues, standards and codes.</i>	
3.2.1	Advisory Services	Records of agency submissions to major enquiries into matters pertaining to industrial awards.	<b>PERMANENT</b>
3.2.2	Advisory Services	Major reports or consolidated information relating to rates of pay or working conditions in specific industries or at named sites or industrial areas.	<b>PERMANENT</b>
3.2.3	Advisory Services	Records containing consolidated information on compliance or non-compliance with industrial awards.	<b>PERMANENT</b>
3.2.4	Advisory Services	Requests relating to requests for, and the provision of information on specific issues that may include interpretation of legislation, standards and codes, wages enquiries, dangerous substances searches, industrial awards enquiries, advice provided to assist industry to achieve safety goals, advice provided to assist industry to meet legislative obligations. Records may include help line request forms, correspondence, file notes. See 4.4.6 for complaints.	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>3.3</b>	<b>Applications</b>	<i>The activities associated with administering the receipt of submissions/applications for the provision of funding.</i>	



**Attorney-General's Department - SafeWork SA** (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
3.3.1	Applications	Successful applications by the private sector for funding relating to the development of industry in South Australia. Records may include correspondence, projects for specific schemes, development plans for named geographical areas or agency participation in industrial development.	<b>PERMANENT</b>
3.3.2	Applications	Unsuccessful applications by the private sector for funding relating to development of industry in South Australia.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>3.4</b>	<b>Awards and Honours</b>	<i>Awards conferred on individuals and businesses in recognition of outstanding achievements in work health and safety in the workplace. Includes scholarships, Departmental awards, Ministerial awards and Workplace Site awards.</i>	
3.4.1	Awards and Honours	Records relating to honours, awards and scholarships conferred on South Australian organisations, business employers and employees to recognise outstanding achievements in work health and safety in the workplace eg Augusta Zadow Awards. Records may include details about the awards, honours and scholarships, funding lists and recipients etc.	<b>PERMANENT</b>
3.4.2	Awards and Honours	Records relating to the nomination and selection of recipients and the arrangements for, and the presentation of awards, honours and scholarships.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>3.5</b>	<b>Campaigns and Promotions</b>	<i>A series of coordinated activities designed to increase awareness of particular issues. Includes SafeWork Week.</i>	
3.5.1	Campaigns and Promotions	Master set of campaign and promotion materials documenting the content and the extent of the campaign.	<b>PERMANENT</b>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
3.5.2	Campaigns and Promotions	Records relating to the design, preparation and conduct of campaigns including liaison with campaign providers and coordination of campaign activities. See GDS 30 v1.1: 6.10 for selection and contracting of campaign providers.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>3.6</b>	<b>Community Feedback</b>	<i>The process of handling public reaction to policies, services or campaigns. Includes anonymous letters of complaint and letters of congratulations or appreciation received from the public.</i>	
3.6.1	Community Feedback	Records relating to complaints or feedback which create a precedent, raise policy or legal issues, require broad follow up, contain qualified legal opinion, lead to procedural changes.	<b>PERMANENT</b>
3.6.2	Community Feedback	Records relating to complaints not included in 3.6.1.	<b>TEMPORARY</b> Destroy 2 years action completed
3.6.3	Community Feedback	Records containing petitions requesting changes to trading hours in named districts.	<b>PERMANENT</b>
<b>3.7</b>	<b>Consultation</b>	<i>The activities associated with consulting and developing partnerships with community and industry groups on workplace health and safety issues. Includes community forums, industry forums, departmental forums and local government forums.</i>	
3.7.1	Consultation	Records relating to community consultation and partnerships which may result in legislation or policy changes and may include meeting notes, transcripts of proceedings, copies of advertisements, and copies of addresses. See GDS 30 v1.1 for records not resulting in policy change.	<b>PERMANENT</b>
<b>3.8</b>	<b>Market Research</b>	<i>The activities involved in investigation or inquiring into a subject in order to discover facts, principles etc.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
3.8.1	Market Research	Records relating to market research to measure effectiveness of major community awareness initiatives and campaigns. Records may include survey results, reports.	<b>PERMANENT</b>
<b>3.9</b>	<b>Reporting</b>	<i>The process associated with initiating or providing a formal response to a situation or request (Either internal, external or as a requirement of corporate policies) and to provide formal statement or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports reviews and returns.</i> <i>See GDS 30 v1.1: 13.22.1 for master copy of annual reports.</i> <i>See GDS 30 v1.1: 13.22.5 for periodic, routine or system reporting.</i>	



**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
3.9.1	Reporting	<p>Major reports or consolidated information relating to</p> <ul style="list-style-type: none"> <li>- employment and unemployment in the community. Records may include information on specific trades and industries, employment of specific groups eg migrants, women, Aboriginal people, school leavers, or employment at specific sites, or in named geographical areas, part time and casual employment, transition from school to work, work experience schemes etc.</li> <li>- South Australian Government initiatives relating to employment or unemployment.</li> <li>- industrial issues eg employee participation in industrial democracy, compulsory unionism, productivity issues, industrial disputes etc.</li> <li>- the development of industry in South Australia.</li> <li>- work health and safety in South Australia. Records may include Agency initiatives to improve work health and safety, information on specific trades or occupations, or at named sites, or in specific working conditions, problems caused by social factors eg inability of workers to read English, alcoholism etc.</li> <li>- shop trading hours including agency submissions to inquiries.</li> <li>- training of workers. Records may include apprenticeship and pre-apprenticeship training, mature-age apprenticeships, specialised training for migrant workers, training schemes for unemployed people and government assisted worker training schemes etc.</li> </ul> <p>See GDS 30 for temporary records.</p>	<b>PERMANENT</b>
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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>3 COMMUNITY AWARENESS</b>			
<b>3.10</b>	<b>Training and Awareness</b>	<i>The activities associated with all aspects of providing and arranging presentations and seminars to raise awareness relating to workplace health and safety including representation at training courses organised by employer and employee associations. Includes community forums, industry forums, industry training courses departmental forums and local government forums.</i> <i>See also GDS 30 v1.1: 3.1.1 Addresses (presentations)</i>	
3.10.1	Training and Awareness	Copies of addresses and presentations made by agency staff including copies of handouts to participants.	<b>TEMPORARY</b> Destroy 10 years after action completed
3.10.2	Training and Awareness	Records relating to arrangements for presentations and seminars arranged by the agency.	<b>TEMPORARY</b> Destroy 2 years after action completed
3.10.3	Training and Awareness	Records relating to invitations and arrangements for staff to give presentations and addresses at seminars and conferences. See 3.10.1 for copies of presentations and addresses.	<b>TEMPORARY</b> Destroy 1 year after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
<b>4</b>	<b>WORKPLACE COMPLIANCE</b>	<b>The function of ensuring compliance with legislation, national and international standards and industrial awards. Includes inspections and investigations that contribute to the enforcement of health and safety standards in the workplace. Includes all legislation administered by SafeWork SA, including standards, regulations and codes.</b>	
<b>4.1</b>	<b>Advising</b>	<i>The provision of policy and technical advice to the Minister, Government, government agencies, industry, relevant boards and committees. Includes advice relating to dangerous goods sites. See 3.2 for the provision of information to the business community, the public and other government organisations.</i>	
4.1.1	Advising	Records relating to the provision of policy and technical advice to the Minister, Government, government agencies, industry, relevant boards and committees on specific subjects/issues.	<b>PERMANENT</b>
4.1.2	Advising	Records relating to liaison with other government agencies on common issues and the provision of advice relating to these issues.	<b>TEMPORARY</b> Destroy 10 years after action completed
4.1.3	Advising	Records relating to dangerous substances administered under the <i>Gas Act</i> and <i>Explosives Act</i> , including GRS 1787 and GRS 1788.	<b>PERMANENT</b>
<b>4.2</b>	<b>Auditing</b>	<i>The activities associated with officially checking compliance with legislation, standards and codes.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
4.2.1	Auditing	Records relating to submissions made by Major Hazard Facilities to demonstrate adherence to the objective of providing an adequate and/or safe operating environment. Records may include Safety Cases, compliance plans, project plans, Safety Management Plans. See 1.6.6 for MHF licences.	<b>PERMANENT</b>
4.2.2	Auditing	Records relating to audits of designated workplace records to check monitoring of atmospheric contaminants. See 1.2.3 for audits of asbestos removalists and 4.5.3 for results of monitoring.	<b>TEMPORARY</b> Destroy 2040 or 40 years after action completed, whichever is the later
4.2.3	Auditing	Activities associated with audits to check compliance with industrial relations legislation or work health and safety legislation, workplace safety standards, procedures and systems. Records may include audit checklist, employer's details, wage records employee details, correspondence, file notes and reports. See also 1.2.1 for audits of Registered Assessors and 1.2.3 for audits of asbestos removalists and 4.2.2 for monitoring of atmospheric contaminants. See also 4.4.17 where compliance notices are issued.	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>4.3</b>	<b>Exemptions</b>	<i>The activities involved in providing exemptions from compliance with legislation administered by SafeWork SA.</i>	
4.3.1	Exemptions	Records of exemptions from legislative requirements relating to legislation administered by SafeWork SA.	<b>TEMPORARY</b> Destroy 7 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
<b>4.4</b>	<b>Investigations and Prosecutions</b>	<i>The process of official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives and to establish facts relating to accidents complaints and incidents. Includes audit of safety systems.</i>	
4.4.1	Investigations and Prosecutions	Database application used for recording compliance and investigation activities and for reporting on these activities and licensing transactions.	<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
4.4.2	Investigations and Prosecutions	Records relating to investigations of fatal accidents. See 4.4.9 for Comcare investigations,	<b>PERMANENT</b>
4.4.3	Investigations and Prosecutions	Records relating to non-fatal accident, incident or industrial complaint investigations that result in enforceable undertakings or legal proceedings. See 4.4.10 for Comcare investigations.	<b>PERMANENT</b>
4.4.4	Investigations and Prosecutions	Records relating to accident and bullying investigations that involve serious injury or illness requiring hospitalisation and/or significant time off work, but do not proceed to prosecution. See 4.4.11 for Comcare investigations.	<b>TEMPORARY</b> Destroy 20 years after action completed
4.4.5	Investigations and Prosecutions	Prosecution files relating to investigation of individuals and companies that do not proceed to enforceable undertakings or legal proceedings. See also 4.4.3 for investigations that result in enforceable undertakings or legal proceedings.	<b>TEMPORARY</b> Destroy 7 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
4.4.6	Investigations and Prosecutions	Records relating to accident or bullying, dangerous incident or complaint investigations, including EPH notifications that do not involve serious injury eg cuts, abrasions, static electrical shock or property damage eg minor fires and do not result in legal proceedings. See also 4.4.14 for noteworthy industrial accidents. See also 4.4.17 where compliance notices are issued. See also 4.5.1 relating to mining operations.	<b>TEMPORARY</b> Destroy 7 years after action completed
4.4.7	Investigations and Prosecutions	Records of visits to worksites initiated by agency Inspectors. Records may include reports on air and noise level monitoring, advice on work health and safety issues, assessments, manual handling training, ergonomics, workstation set-ups.	<b>PERMANENT</b>
4.4.8	Investigations and Prosecutions	Routine reports by agency Inspectors on visits to work sites and commercial or industrial premises.	<b>TEMPORARY</b> Destroy 7 years after action completed
4.4.9	Investigations and Prosecutions	Records relating to fatal accident investigations conducted by SafeWork SA on behalf of (Australian Government) Comcare. See 4.4.2 for non-Comcare investigations.	<b>PERMANENT</b>
4.4.10	Investigations and Prosecutions	Records relating to non-fatal accident, incident or complaint investigations conducted by SafeWork SA on behalf of (Australian Government) Comcare that result in legal proceedings including prosecution. See 4.4.3 for non-Comcare investigations.	<b>TEMPORARY</b> Destroy 25 years after finalisation of legal proceedings



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
4.4.11	Investigations and Prosecutions	Records relating to accident, incident or complaint investigations conducted by SafeWork SA on behalf of (Australian Government) Comcare that do not result in legal proceedings. See 4.4.4 for non-Comcare investigations.	<b>TEMPORARY</b> Destroy 8 years after action completed
4.4.12	Investigations and Prosecutions	Record of shearers' accommodation and inspections under the <i>Shearers Accommodation Act</i> .	<b>PERMANENT</b>
4.4.13	Investigations and Prosecutions	Asbestos removal notices and associated records. See 1.2.3 for records of audits of asbestos removalists.	<b>TEMPORARY</b> Destroy 2040 or 40 years after action completed, whichever is the later
4.4.14	Investigations and Prosecutions	Records relating to industrial accidents resulting in significant damage to property or generating considerable interest or notoriety.	<b>PERMANENT</b>
4.4.15	Investigations and Prosecutions	Major reports or consolidated information on SafeWork SA investigations into rehabilitation of workers injured in industrial accidents.	<b>PERMANENT</b>
4.4.16	Investigations and Prosecutions	All notebooks and diaries used or maintained by SafeWork SA Inspectors in the course of their duties. See also GDS 30 v1.1: 5.2.1 for other diaries and appointment schedules.	<b>PERMANENT</b>





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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
4.4.17	Investigations and Prosecutions	Notices and receipts issued by SafeWork SA Inspectors in the course of their duties and appeals against notices. These may include Prohibition Notices, Improvement Notices, Expiation Notices, Dangerous Substances Notices, Notices to provide documents, Non-disturbance Notices, Evidence Management Receipts, Field Receipts etc. See 4.4.1 for record of issue.	<b>TEMPORARY</b> Destroy 10 years after action completed
4.4.18	Investigations and Prosecutions	Records of industrial relations issues and complaints eg wages and long service leave resulting in investigation and resolution.	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>4.5</b>	<b>Reporting</b>	<i>The process associated with initiating or providing a formal response to a situation or request (either, internal, external or as a requirement of corporate policies), and to provide formal statements to or findings of the results of the examination or investigation.</i>	
4.5.1	Reporting	Significant records relating to mining operations in South Australia. Records may include copies of original investigation documents held in SafeWork SA's operational (InfoNET) files, complaints, reports, audits, authorisation, geotechnical reports, mine plans, reports on the use of explosives. See 4.4.6 for minor investigations and 4.4.8 for minor visits. Includes GRS 13491.	<b>PERMANENT</b>
4.5.2	Reporting	Register of atmospheric contaminant monitoring results including asbestos.	<b>PERMANENT</b>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>4 WORKPLACE COMPLIANCE</b>			
4.5.3	Reporting	Records relating to the monitoring of atmospheric contaminants in designated workplaces. Records may include test results, notices from companies containing monitoring statistics. See 4.2.2 for audits of monitoring. See 4.5.2 for register of results.	<b>TEMPORARY</b> Destroy 40 years after action completed
4.5.4	Reporting	Health surveillance records of employees of liquidated asbestos removal companies taken into custody in accordance with the <i>Occupational Health and Safety Act 1986</i> .	<b>TEMPORARY</b> Destroy 40 years after action completed
4.5.5	Reporting	Work injury reports (WIR) submitted by employers having three or more days off after an accident at work. Includes GRS 1849 (closed series).	<b>TEMPORARY</b> Destroy 10 years after action completed
4.5.6	Reporting	Records relating to the administration of the <i>Explosives Act 1936</i> , <i>Gas Act</i> and <i>Dangerous Substances Act 1936</i> . Includes GRS 1788 and GRS 1787.	<b>PERMANENT</b>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 WORKPLACE REGULATION</b>			
<b>5</b>	<b>WORKPLACE REGULATION</b>	<b>The function of administering, developing and reviewing legislation and standards relating to workplace health and safety. Includes the development of both SA and national standards and codes of practice.</b>	
<b>5.1</b>	<b>Advising</b>	<i>The provision of policy and technical advice to the Minister, Government, government agencies, industry, relevant boards and committees.</i>	
5.1.1	Advising	Records relating to the provision of advice to the Minister, Government, industry and relevant boards on specific subjects/issues.	<b>PERMANENT</b>
5.1.2	Advising	Records relating to liaison with other government agencies on common issues and provision of advice relating to these issues.	<b>TEMPORARY</b> Destroy 10 years after action completed
<b>5.2</b>	<b>Arranging</b>	<i>The activities involved in arranging for the implementation of special provisions of legislation administered by the Agency, including appointment of public holidays, variations to shop trading hours.</i>	
5.2.1	Arranging	Records relating to organising gazettal actions re appointments, declarations and determinations. Records may include correspondence, Governor in Council minutes, gazette notices.	<b>TEMPORARY</b> Destroy 2 years after action completed
<b>5.3</b>	<b>Inter-Government Relations</b>	<i>The activities associated with collaboration with the Federal government, other state and territory governments, national bodies and local government. Includes representation on national and international boards and Committees including Standards Australia.</i>	



**Attorney-General's Department - SafeWork SA (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 WORKPLACE REGULATION</b>			
5.3.1	Inter-Government Relations	Minutes and agendas of councils, committees and boards involved in the development of national standards and codes eg Workplace Relations Ministers' Council, Departments of Labour Advisory Committee, Departments of Workplace Relations Advisory Committee, Office of Australian Safety and Compensation Council and its predecessors etc.	<b>PERMANENT</b>
5.3.2	Inter-Government Relations	Records containing SafeWork SA comments or consolidated information relating to National and State Wage Cases.	<b>PERMANENT</b>
5.3.3	Inter-Government Relations	Records of South Australian submissions presented to international and national committees and other State committees or boards not prescribed in 5.3.1 and 5.3.2. Records may include reports, submissions, briefings and information relating to ratification by Australia of International Labour Organisation (ILO) conventions. Includes GRS 3080.	<b>PERMANENT</b>
5.3.4	Inter-Government Relations	Minutes and agenda of committees and boards not included in 5.3.1.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>5.4</b>	<b>Legislation and Standards</b>	<i>The activities involved in developing new SA legislation, regulations, standards and codes of practice and the development of national standards and codes, including re-evaluating, re-examining or monitoring legislation, standards and codes of practice. Includes Workplace Health and Safety legislations.</i> <i>See also GDS 30 v1.1: 13.3</i>	
5.4.1	Legislation and Standards	Records relating to the development and review of South Australian legislation, regulations, standards and codes of practice.	<b>PERMANENT</b>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>5 WORKPLACE REGULATION</b>			
5.4.2	Legislation and Standards	Records containing opinions by SafeWork SA relating to proposed amendments to equivalent Federal, state or territory acts and regulations that it administers.	<b>PERMANENT</b>
5.4.3	Legislation and Standards	Records relating to the development and review of national standards and codes including Australian Standards. See 5.3.1 for committees that develop standards and codes.	<b>TEMPORARY</b> Destroy 10 years after adoption of standard or code
<b>5.5</b>	<b>Operating Procedures</b>	<i>Standard methods of operating laid down by SafeWork SA according to legislation, standards and formulated policy.</i>	
5.5.1	Operating Procedures	Records relating to the development of Standard Operating Procedures (SOP) and procedure manuals. Records may include master copies of SOPs, learning outcomes from internal reviews and procedure manuals.	<b>PERMANENT</b>
<b>5.6</b>	<b>Policy</b>	<i>The activities associated with developing and establishing decisions, directions and precedents that act as reference in the future decision making and as the basis from which operating procedures are determined.</i>	
5.6.1	Policy	Records relating to the formulation of policy, the establishment of precedent including final policy. Includes lessons learned from internal reviews and external appeals.	<b>PERMANENT</b>



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