

Moreton Bay Research Station (MBRS) EMS Manual Documentation and Review

1. Objectives

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

2. Document Control

The MBRS EMS Manual shall contain the following relevant documentation:

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

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

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

3. Document Distribution

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

4. Document and Manual Distribution Registers

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

5. Custody of the EMS Manual

- The EMS Manual shall be kept under the custody of the Manager, MBRS or their delegates;
- A master copy of The University of Queensland MBRS EMS shall be kept with the Document Controller at Environmental Services, Property and Facilities Division;
- EMS Manual and Document Registers can be accessed through Property and Facilities Division computer network under the

{G:\!Operations\!Environment\Ems_Website\Ems\Ems_Sites\Mbrs} directory and {G:\!Operations\!Environment\EmsRegisters\EMSMnlRegisters\lst_MnlDistRgstrOtherSites}; and

- In The University of Queensland MBRS EMS folder.

6. EMS Manual Review

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

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