



HSEQ QR Code Documentation Portal

Work Instruction

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Authority

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History

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Table of Contents

1	Purpose.....	3
2	Definitions	3
3	Responsibilities	3
4	Flow Chart.....	4
5	Activities	5
5.1	QR Code Set Up Overview.....	5
5.1.1	Engaging IT for System Setup.....	5
5.1.2	Generate the QR Code.....	5
5.1.3	Prepare the Documentation Portal	5
5.2	Labelling and Distribution of QR Codes	5
5.3	Minimum Documentation to include	5
5.4	Portal Maintenance and Document Register	6
6	References	6
7	Related Documents.....	6
	Appendix A	7

1 Purpose

To provide a standardised method for generating and managing QR codes that link to essential HSEQ documentation, ensuring easy access for personnel and stakeholders. A dedicated QR code will be established for each individual project that elects to implement this process.

This instruction applies to all HSEQ team members and Site Supervisor responsible for document control, digital communication, and compliance across operational sites.

2 Definitions

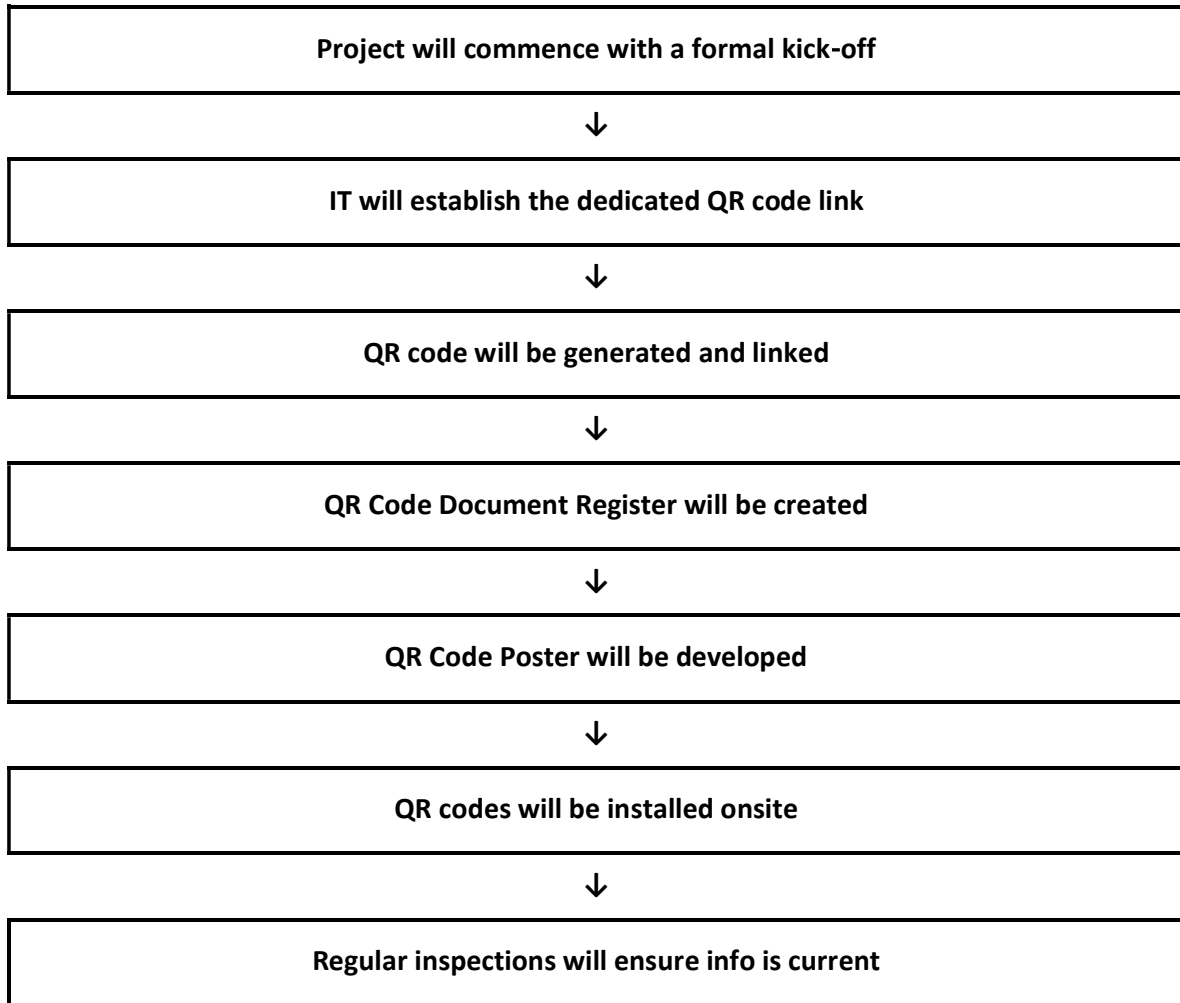
Term	Definition

3 Responsibilities

Role	Responsibility
HSEQ Lead	Oversees implementation and ensures compliance.
HSE Advisor	Maintains the document portal and QR code register.
IT Support	Assists with hosting and technical setup.

4 Flow Chart

HSEQ QR Code Process Flow Chart



5 Activities

Once a project has confirmed that a QR Code HSEQ Documentation Portal will be implemented, the following step-by-step process shall be applied. All documentation intended for upload must be prepared and approved prior to commencing this process.

5.1 QR Code Set Up Overview

- The following procedure outlines the required steps to establish a project-specific QR code:

5.1.1 Engaging IT for System Setup

- Initiate the process by engaging the HSEQ Lead and the IT Team.
- IT will generate a unique URL that the QR code will link to

5.1.2 Generate the QR Code

- Use a reliable QR code generator (e.g., Tigar QR Code Generator).
- Enter the URL provided by IT.
- Select the Original Type QR code format and ensure the file is downloaded in high-resolution.
- Finalise and save the QR code for distribution

5.1.3 Prepare the Documentation Portal

- Provide the generated QR code to IT for systems testing and verification.
- Provide IT with a complete list of project documents using the approved template **SCEE-BS-HS-TEM-0081**.
- All documentation must also be recorded in the project-specific master register to ensure ongoing maintenance and version control

5.2 Labelling and Distribution of QR Codes

- Use poster template SCEE-BS-HS-TEM-0081 for displaying the QR code.
- Label the document in accordance with the Quality Document Control Procedure, including mandatory footnotes.
- Ensure the QR code is clear, visible, and tested regularly.
- Print, frame, and display the QR code in high-traffic areas such as:
 - Crib rooms
 - Site offices
 - Site entry points

5.3 Minimum Documentation to include

At a minimum, the QR code shall provide access to the following documents:

- Site-Specific HSEQ Management Plan
- Emergency Response Plan/Procedures
- Risk Assessments / CRAW
- Incident Reporting Procedure

- Safety Alerts / Bulletins
- PPE Requirements
- Environmental Management Guidelines
- HSEQ Contact List
- Issue Resolution Procedure
- Event Notification Guide
- Toolbox Meeting Minutes
- Site HSE Safety Committee Minutes
- SAC Notices/HSEQ Updates

Note: Any additional documents must be approved by the Corporate HSEQ Team.

5.4 Portal Maintenance and Document Register

The portal is considered a **live document system**.

Any updates, revisions, or new versions must be immediately reflected in the portal to ensure accuracy.

- All updates shall be recorded in the master register.
- Outdated documents must be removed promptly.
- Regular checks must be conducted to confirm that the portal contains the most current information.

6 References

Documents, both internal and external, that are referenced within the content of this work instruction, including Australian and International Standards and legislation.

Document ID	Document Title
SCEE-BS-HS-TEM-0081	HSEQ Project QR-Code Poster

7 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title

Appendix A

Example of a QR Poster.

