



# HSEQ QR Code Documentation Portal

## Work Instruction

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### Authority

	Title	Name	Date
<b>Owner</b>	HSEQ Manager	Anthony Gollan	13/05/2026
<b>Reviewer</b>	HSEQ Lead	Lee Mooney	13/05/2026
<b>Approver</b>	HSEQ Manager	Anthony Gollan	13/05/2026

### History

Revision	Date	Amended By (Name)	Details of Amendment
A	03/03/2026	Lee Mooney	New Document
1.0	13/05/2026	Arianne Ramirez	Revised section 2 and section 5

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## 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

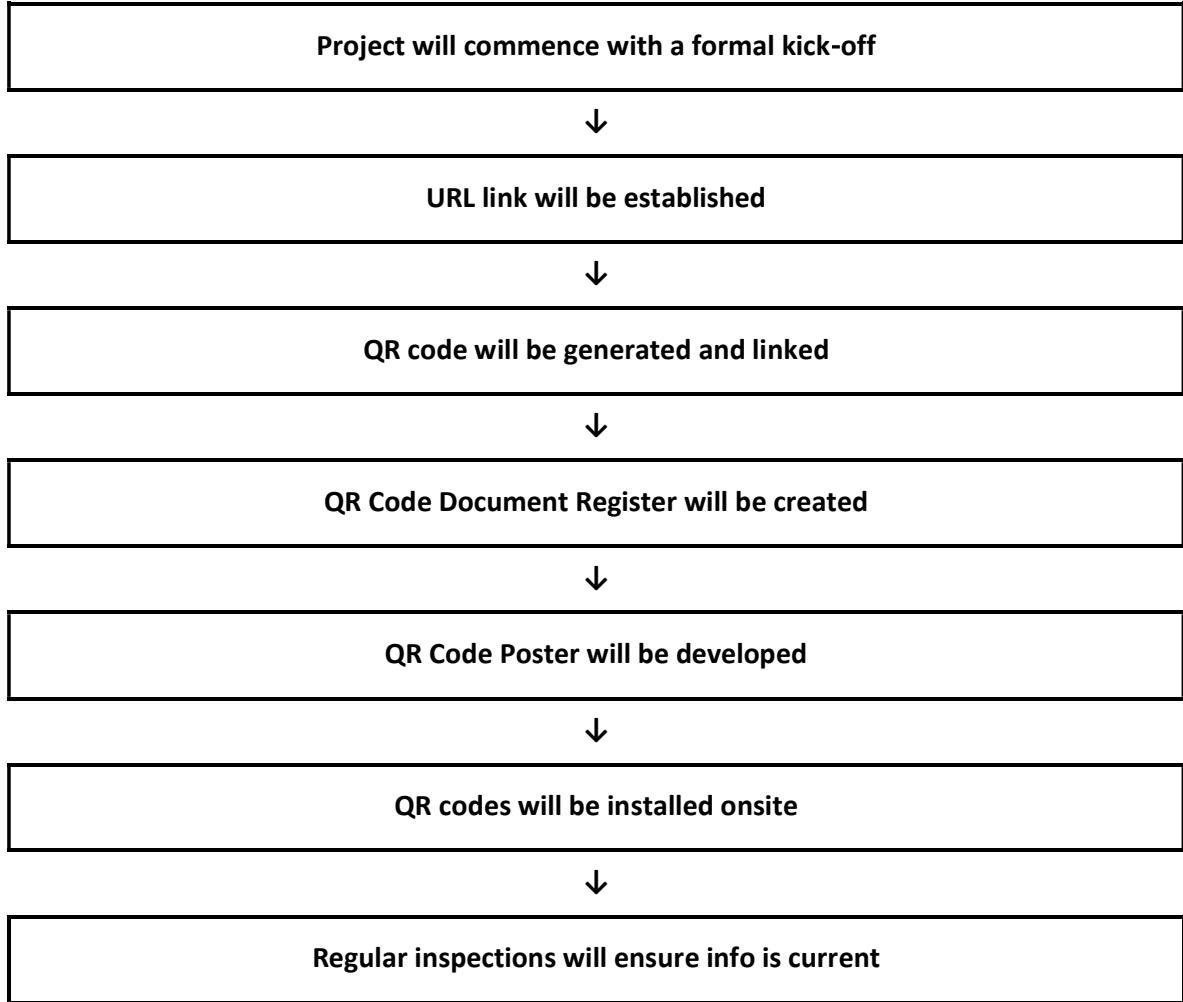
Term	Definition
Tiger QR Code Generator	Third party website for free QR code generation.

## 3 Responsibilities

Role	Responsibility
HSEQ Lead	Oversees implementation and ensures compliance.
HSE Advisor	Maintains the document portal and QR code register.
Marketing Manager	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 URL Code Setup

- Initiate the process by engaging the HSEQ Team.
- The HSEQ Team will coordinate with the Marketing Manager (i.e. John Bardon) who will generate a unique URL that the QR code will be linked to.

#### 5.1.2 Generate the QR Code

- Use a reliable QR code generator (e.g., Tiger QR Code Generator).
- Enter the URL provided by Marketing Manager.
- 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 HSEQ Lead for systems testing and verification.
- Provide the Marketing Manager 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.

