WHS UNIT

<Document Name>

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2. **Introduction/Background**

<An introduction or background to why the document is needed>

3. **Scope/Purpose**

<An overview of the document and who/where it applies>

4. **Responsibilities**

<Key people associated with the document and their specific responsibilities>

5. **Definitions**

<Terms and definitions that will be used throughout the document that need clarification for the reader>

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>

6. **Flowchart (Optional)**

<A process diagram of the document>

7. **Instructions**

6.1 **Subheading**

<The step by steps of the guideline/procedure etc, subheadings can be used where suitable>

Example of a table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table1: Example Table*

8. **Related Documents**

<Related documents name and documents number e.g. other UOW guidelines or policy>

9. **References**

<Documents referenced to write this document e.g. legislation>

10. **Program Evaluation**

<A statement to provide evidence on Related documents name and documents number>
11. **Version Control**

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Month Year</td>
<td>Manager WHS</td>
<td>New template created</td>
</tr>
</tbody>
</table>

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Appendix 1

<Any appendices required for the document>