

MONASH UNIVERSITY OHS AUDIT PROGRAM 2012

May 2012

1. OHS SELF AUDITS

Each year, each unit/entity is responsible for completing the self audit questionnaire to provide a guide to the compliance their unit/entity and to the continual improvement of their OHS compliance status.

2. INTERNAL OHS AUDITS

Areas to be audited by OH&S staff in 2012 include:

Area	Faculty/Division/Portfolio	Type of audit
• Department of Electrical & Computer Systems Engineering	Engineering	Chemicals Management
• Department of Physiology	Medicine, Nursing & Health Sciences	Chemicals Management
• Department of Biochemistry & Molecular Biology	Medicine, Nursing & Health Sciences	Chemicals Management
• Monash Science Centre	Science	OHS Management
• Office of Marketing and Communications	DVC (Global Engagement)	OHS Management
• Gippsland School of Business & Economics	PVC (Gippsland)	OHS Management
• Department of Social Work	Medicine, Nursing & Health Sciences	OHS Management
• Gippsland School of Applied Media & Social Sciences	PVC (Gippsland)	OHS Management
• Office of DVC (Education) (excl Libraries)	DVC (Education)	OHS Management
• Monash Sustainability Institute	DVC & VP (Research)	OHS Management
• Pharmacy Library	DVC (Education)	OHS Management
• Law Library	DVC (Education)	OHS Management

3. EXTERNAL OHS AUDITS

External OHS audits will be conducted to provide a quality check for the internal OHS audit program.

Areas to be audited externally in 2012 include:

Area	Faculty/Division/Portfolio	Type of audit
• School of Physics	Science	Procedural (Induction & Training)
• Department of Civil Engineering	Engineering	Procedural (Induction & Training)
• Faculty of Business & Economics	Business & Economics	Procedural (Induction & Training)
• Monash Injury Research Institute (MIRI)	DVC & VP (Research)	Procedural (Induction & Training)
• Monash Animal Research Platform (MARP), Gippsland	Medicine, Nursing & Health Sciences	Procedural (Induction & Training)
• Records & Archives Services	eSolutions	Procedural (Induction & Training)
• School Psychology & Psychiatry	Medicine, Nursing & Health Sciences	Procedural (Student & Staff Placements)

• School of Rural Health	Medicine, Nursing & Health Sciences	Procedural (Student & Staff Placements)
• Department of Physiotherapy	Medicine, Nursing & Health Sciences	Procedural (Student & Staff Placements)
• Department of Nursing & Midwifery, Peninsula	Medicine, Nursing & Health Sciences	Procedural (Student & Staff Placements)
• Sir Louis Matheson Library	DVC (Education)	Procedural (Records Management)
• Monash Sport Caulfield	Office of VP (Administration)	Procedural (Records Management)
• Facilities & Services Caulfield	Facilities & Services	Procedural (Records Management)
• School of Music Conservatorium	Arts	Procedural (Records Management)
• Monash College Group Pty Ltd		Procedural (Records Management)
• Capital Works Projects (x6)	Facilities & Services	Contractor Safety Management Plan
• Maintenance & Minor Works Projects (x6)	Facilities & Services	Contractor Safety Management Plan

4. OHSAS 18001 & AS 4801 CERTIFICATION AUDIT

The triennial certification audit is scheduled 2012. Areas to be audited in 2012 include:

Area	Faculty/Division/Portfolio	Type of audit
• Gippsland Library	DVC (Education)	OHS Management
• Faculty of Law	Law	OHS Management
• Facilities & Services Peninsula	Facilities & Services	OHS Management
• Berwick Library	DVC (Education)	OHS Management
• School of English Communications & Performance Studies	Arts	OHS Management
• Monash Institute of Pharmaceutical Sciences (MIPS)	Pharmacy & Pharmaceutical Sciences	OHS Management
• Microbiology	Medicine, Nursing & Health Sciences	OHS Management
• Gippsland Centre for Art & Design	PVC (Gippsland)	OHS Management
• Facilities & Services, Parkville	Facilities & Services	OHS Management
• Education, Peninsula	Education	OHS Management
• Department of Design	Art, Design & Architecture	OHS Management
• Gippsland Residential Services	Office of VP (Administration)	OHS Management
• Department of Pharmacy Practice	Pharmacy & Pharmaceutical Sciences	OHS Management
• Clayton School of Information Technology	Information Technology	OHS Management
• School of Public Health, Alfred hospital	Medicine, Nursing & Health Sciences	OHS Management

5. TYPES OF OHS AUDITS

5.1 AUDITS WILL BE CONDUCTED TO:

- assess compliance of the Monash University OHS management system with the requirements OHSAS 18001:2007 and AS 4801:2001;

- assess the extent of implementation of the Monash University OHS management system in the university's operations and activities; and,
- verify the implementation and effectiveness of OHS policies and procedures.

5.2 THE AUDIT PROGRAM WILL REFLECT:

- the level of risk associated with the activity, policy or procedure;
- the OHS importance of the specific element of the Monash University OHS management system;
- the results of previous audits; and
- the significance of problems encountered in the areas to be audited.

5.3 The audit procedure is outlined in [OHS audits at Monash University](#) .