

OHS CORRECTIVE AND PREVENTIVE ACTION AT MONASH UNIVERSITY

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1. PURPOSE

This document summarises the processes used for corrective and preventive action at Monash University in accordance with the requirements of the Occupational Health and Safety Act (2004) and associated regulations and with Standards AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use* and OHSAS 18001:2007 *Occupational Health & Safety Management Systems – requirements*

Preventive and corrective action is identified from inspection and testing, audits, hazard and incident reporting and other reviews of the Monash University OHS management system.

Corrective and preventive action is implemented to:

- detect and correct errors or problems in OHS management;
- prevent recurrences of errors or problems in OHS management; and
- ensure that systems are in place to prevent the occurrence of errors or problems in OHS management.

2. SCOPE

The processes described apply to OHS management on the Australian campuses of Monash University and to Monash controlled entities.

3. ABBREVIATIONS

HSR	Health and Safety Representative
OHS	Occupational health and safety
OH&S	Occupational Health and Safety Branch

4. DEFINITIONS

4.1 CORRECTIVE ACTION

Corrective action is action taken after an incident to correct the problem and to prevent a recurrence.

4.2 MACHINERY/EQUIPMENT

For the purposes of this document, machinery/equipment is defined as a system or device used for performing work which may or may not be coupled to a power source and any associated auxiliary equipment. This includes pressure equipment, powered equipment, hoists, powered mobile plant, lasers, turbines, explosive-powered tools, scaffolds and temporary access equipment in laboratories, studios and workshops.

For the purposes of this document:

- machinery/equipment does not include lifts and cranes, as the processes required for these machines are covered in the document *OHS monitoring, measurement & registration at Monash University*.
- personal computers and office equipment are excluded from these procedures.

4.3 MONASH CONTROLLED ENTITY

Monash controlled entities (e.g. companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this document, a Monash controlled entity will be referred to as a controlled entity.

4.4 NON CONFORMANCE

A non conformance is an activity or item that does not conform to the policy, procedures or other requirements of the Monash University OHS management system.

4.5 OHS AUDIT

An OHS audit is a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether the university is conforming to planned OHS arrangements.

4.6 OHS HAZARD

An OHS hazard is anything that has the potential to cause injury or illness to people, damage to property or the environment or a combination of these. The situation could involve a task, chemical, item of machinery/equipment or unacceptable behaviour.

4.7 PREVENTIVE ACTION

Preventive action is pro-active and involves taking action before an incident occurs, e.g. by identifying a hazard and taking steps to prevent any incident which may result from the hazard.

4.8 WORKPLACE INSPECTIONS

Workplace inspections are planned, systematic appraisals of physical aspects of the workplace that identify OHS hazards and non-compliances with Monash University policy, procedures and practices and legal requirements.

5. CORRECTIVE AND PREVENTIVE ACTION

The corrective and preventive action undertaken as part of the Monash University OHS management system is outlined in the table below.

Activity	Procedure	Corrective action	Preventive action	Requirements
Workplace inspections	Workplace inspection program OHS monitoring, measurement and registration at Monash University	Addressing non-conformances with OHS procedures and systems identified during inspection (using reference checklist)	Implementing improvements to OHS systems and procedures upon the identification of hazards	<ul style="list-style-type: none"> • Actions necessary are recorded on inspection worksheets; • Tasks and date of completion are assigned to the most appropriate person to complete the task; • Form is returned to safety officer when inspection complete, who monitors that the action is completed in a timely fashion.
OHS audits	OHS audits at Monash	Addressing non-conformances with OHS procedures and systems identified during audits	Implementing improvements to OHS systems and procedures	<ul style="list-style-type: none"> • Audit report provided by OH&S and closing meeting outlines actions to be taken including timelines; • OHSE consultant/manager monitors and assists with implementation; • OH&S monitors completion of actions at end of time period allocated.
Hazard & incident reporting	Procedures for hazard & incident reporting, investigation & recording	Addressing problems and non-conformances with OHS procedures and systems that led to the incident	Addressing problems and non-conformances with OHS procedures and systems that resulted in the hazard	<ul style="list-style-type: none"> • Hazard or incident reported; • Safety Officer, HSR, OHSE consultant/manager, local OHS&E committee provide feedback and assistance with actions; • OH&S and local OHS&E committee monitor effectiveness of action; • Outstanding corrective actions report monitors completion of corrective/preventive action.
Inspection & testing of machinery & equipment	Use, design and modification of machinery and equipment at Monash University Information sheet No. 33 Inspection, testing, tagging & repair of electrical equipment Procedures for isolation of	Addressing problems identified with plant and equipment and non-conformances with test specifications	Implementing improvements to plant and equipment and to systems and procedures that use the plant and equipment.	<ul style="list-style-type: none"> • Results of testing provided to unit/entity; • Non-conformances reported to safety officer, resources manager; • Plant and equipment placed out of service until repaired/undergone maintenance and retesting; • Replaced by equipment with safer design.

Activity	Procedure	Corrective action	Preventive action	Requirements
OHS document review	machinery/equipment OH&S procedures for document control and retention	Addressing problems identified that require policy documentation, legislative requirements, issues arising with procedures and systems	Implementing improvements to policy documentation to prevent system and procedural non-conformances	<ul style="list-style-type: none"> • Procedure for policy/procedure development outlined in Appendix of <i>OH&S procedures for document control and retention</i>; • Policy, procedures, guidelines reviewed every 3 years.
Issues raised at local OHS&E committee meetings	Procedures for OHS consultation Procedures for OHS issue resolution Procedures for hazard & incident reporting, investigation & recording	Addressing individual, system or procedural OHS problems and/or complaints	Implementing improvements to OHS systems or procedures	<ul style="list-style-type: none"> • Staff and students informed of meetings to raise issues; • Issues discussed at local OHS&E committee meetings with staff member or student invited to attend; • Discussion and resolutions included in minutes; • Items remain on agenda until actions completed; • OHSE consultant/manager ensures issues with university wide implications are referred to OH&S for resolution and action, if required.
Review of OH&S projects and plans	OH&S consultants and staff meetings	Addressing problems identified at review, taking action to correct problems in ensuing projects and plans	Implementing improvements to OHS projects and plans	<ul style="list-style-type: none"> • Discussion included in meetings; • Periodic planning meetings to develop and review progress.
Management review	Annual reviews held by OHS Policy Committee	Addressing problems identified at review, taking action to correct problems in ensuing projects, plans, policy documents, systems and procedures	Implementing improvements to OHS projects, plans, policy documents, systems and procedures	<ul style="list-style-type: none"> • Discussion and actions required included in minutes; • Actions followed up at subsequent meetings.
External and internal reviews		Addressing problems identified at review, taking action to correct problems in ensuing projects, plans, policy documents, systems and procedures	Implementing improvements to OHS projects, plans, policy documents, systems and procedures	<ul style="list-style-type: none"> • Discussion and actions required included in OHS Policy Committee minutes; • Actions incorporated into new projects, plans, policy documents, systems and procedures. • Actions followed up at subsequent meetings.

6. RECORDS

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
Academic/administrative unit/ controlled entity	Hazard & Incident report forms	Indefinitely
	Local OHS&E committee minutes	5 years
	Records of audits including: <ul style="list-style-type: none">• self audits• internal audits• external audits• certification audits	5 years
	Records of corrective actions taken and controls used to address system or procedural deficiencies and non conformances	5 years
	Records of workplace inspections	5 years
OH&S	Hazard & incident reports	Indefinitely
	Policy documentation	Indefinitely
	OHS Policy Committee minutes	Indefinitely
	Records of audits including: <ul style="list-style-type: none">• self audits• internal audits• external audits• certification audits	5 years
	Records of completed workplace inspections	5 years

7. REFERENCES

7.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)

7.2 AUSTRALIAN STANDARDS

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.
OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements.

7.3 MONASH UNIVERSITY OHS DOCUMENTS

www.monash.edu.au/ohs/

Monash University self audit questionnaire
Monash University Workplace inspection program
OHS audits at Monash University
OHS monitoring, measurement and registration at Monash University
OHS records management at Monash University
OHSE procedures for document control & retention
Information sheet No. 33 Inspection, testing, tagging & repair of electrical equipment
Procedures for isolation of machinery/equipment
Procedures for hazard & incident reporting, investigation & recording
Procedures for OHS consultation
Procedures for OHS issue resolution
Use, design and modification of machinery and equipment at Monash University