

HEALTH SURVEILLANCE AT MONASH UNIVERSITY

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1. PURPOSE

The purpose of this document is to provide a central register of health surveillance processes 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 OHSAS18001:2007 *Occupational Health & Safety Management Systems – requirements*

2. SCOPE

The health surveillance processes outlined in this document are provided on the Australian campuses of Monash University and for Monash controlled entities.

3. ABBREVIATIONS

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

4. DEFINITIONS

4.1 AUDIOMETRIC TESTING

Audiometric testing is a procedure which measures the deficit over time in hearing ability at certain frequencies.

4.2 DRUG & ALCOHOL TESTING

Drug & alcohol testing is the assessment of blood, urine or breath for alcohol and content of other drugs.

4.3 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

4.4 HEALTH SURVEILLANCE

Health surveillance is the systematic monitoring of 'at risk' staff for any adverse effects of work on their health as it relates to their duties. It is delivered through medical assessment and biological monitoring (e.g. audiometric testing and spirometry (lung function testing)).

4.5 MONASH CONTROLLED ENTITY

Monash controlled entities (eg 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 policy, a Monash controlled entity will be referred to as a controlled entity.

4.6 PRE PLACEMENT HEALTH ASSESSMENT

Medical assessment conducted prior to appointment or placement for targeted groups at Monash University.

4.7 SPIROMETRY (LUNG FUNCTION TESTING)

Lung function testing is the measurement of lung capacity, specifically by measuring the volume and speed of air that can be inhaled and exhaled by the lungs.

4.8 SUPERVISOR

4.8.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

4.8.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

5. SPECIFIC RESPONSIBILITIES

5.1 OCCUPATIONAL HEALTH TEAM, OH&S

The responsibilities of the occupational health team, OH&S include:

- Coordinating the university's health surveillance program;
- Maintaining records of assessment according to the *Procedures for OHS Records Management*; and
- Applying corrective actions and controls to address and to prevent recurrences of adverse monitoring results.

5.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS OR CONTROLLED ENTITIES

It is the responsibility of the head of academic/administrative unit or controlled entity to ensure that procedures are in place in their unit or entity to identify staff or students who require health surveillance.

5.3 SUPERVISORS

It is the responsibility of supervisors to ensure staff or students who require health surveillance are identified and provided with access to health surveillance processes.

6. HEALTH SURVEILLANCE AT MONASH UNIVERSITY

- Health surveillance is conducted prior to placement at Monash and on a risk basis during employment.
- Details of the Monash University health surveillance program are outlined in the table below.

	Frequency of measurement	Academic/research staff	Facilities & Services /workshop staff	General staff	Animal House staff	Postgraduate students	On request
HEALTH SURVEILLANCE							
Pre- placement health assessment	Once		✓		✓		
Audiometric testing	2 years and pre-placement	As required	✓	As required	✓	As required	✓
Spirometry (lung function testing)	1 years				✓		✓
Pregnancy advice	As required						✓
Drug & alcohol testing							Project Specific

- **Note on Laser Safety:**

Medical eye examinations are no longer a requirement of AS/NZS 2211.1:2004 Safety of laser products - Equipment classification, requirements and user's guide and do not form part of the formal health surveillance program.

However individual units/entities are recommended to arrange eye testing for their staff or students in the following circumstances:

- Following any apparent or suspected laser exposure in excess of the relevant maximum permissible exposure (MPE) – (AS/NZS 2211)
- Following serious injury to or illness of the eye.

7. RECORDS

Record to be kept by

OH&S health team
(confidential files)

Records

- Health surveillance results
- Pre-employment medical records

To be kept for:

Indefinitely

Indefinitely for successful applicants; 3 months for unsuccessful applicants

8. REFERENCES

LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety (Noise) Regulations 2004 (Vic)

MONASH UNIVERSITY OHS DOCUMENTS

Occupational health team internal procedures

OHS Information Sheet 29: Laser Safety

AUSTRALIAN STANDARDS

AS/NZS 2211.1:2004, Safety of Laser Products. Laser Safety Part 1: Equipment classification, requirements and user's guide

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

OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements