



GUIDE TO THE MONASH UNIVERSITY OHS MANAGEMENT SYSTEM

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1. PURPOSE

This document provides a guide to the Occupational Health and Safety (OHS) management system that exists at the Australian campuses of Monash University and for Monash controlled entities in accordance with OHSAS 18001;2007 *Occupational Health & Safety Management Systems – requirements* and AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*. It describes the core elements of the OHS management system and their interaction and provides direction to related documentation.

Click on the hyperlinked text to view the controlled OHS management system documentation. Documents can be downloaded or printed.

2. SCOPE

The [Monash University OHS management system](#) covers the teaching, research and administrative activities conducted at the Berwick, Clayton, Caulfield, Gippsland, Parkville and Peninsula campuses, at all off campus sites and the activities required to maintain the facilities and services necessary for these activities.

The scope of this document includes:

- Consideration of, and compliance with, relevant legislative, regulatory and statutory obligations
- Corporate governance including due diligence and duty of care
- Hazard identification, risk assessment and risk control requirements for routine and non routine activities
- Accident and incident prevention initiatives and;
- Training, awareness, communication and consultation requirements

3. ABBREVIATIONS

OHS	Occupational health and safety
OH&S	Occupational Health and Safety branch
OHSPC	Occupational Health & Safety Policy Committee
Local OHS&E committee	Local OHS & environmental committee

4. DEFINITIONS

4.1 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 document, a Monash controlled entity will be referred to as a controlled entity or entity.

5. OHS POLICY

5.1 The Monash University [OHS Policy](#) is displayed in each academic/administrative unit and is available at the OH&S website where hardcopies can be downloaded and in the university's Policy Bank.

- 5.2 The key objectives of this policy are the:
- systematic management of OHS risks providing for legal compliance and continuous improvement and,
 - reduction of incidents, with the ultimate goal of preventing workplace illness and injury
- 5.3 The policy is reviewed at least every 3 years to ensure that it remains relevant and appropriate to Monash University's health and safety risks.

6. PLANNING

6.1 RISK AND HAZARD MANAGEMENT

6.1.1 Overview of risk management

The overall approach taken at Monash University to the identification, assessment and control of OHS hazards and their associated risks is described in the document [OHS risk management at Monash University](#).

6.1.2 Risk register

- OH&S has developed an *OHS risk and legal compliance register* detailing the OHS risks associated with the university's operations. The register includes the likely impact of risks, causes and risk rating as well as the treatment strategies in place to minimise identified risks. The register is updated biannually and a report submitted to each meeting of the Audit and Risk Management Office.
- Detailed risk control strategies are outlined in the register for OH&S and for academic/administrative units.

6.1.3 Risk management tools

OH&S has developed and approved risk assessment tools for use at Monash University:

- *Risk Management Program*
The Risk Management Program is for the use of academic/administrative units to assess and control the risks of their research and teaching activities that may impact the health and safety of the staff, students, visitors and contractors.
- *Job Safety Analysis*
The Job Safety Analysis tool is for the use of Facilities & Services staff to assess and control the risks of their activities that may impact the health and safety of the staff, students, visitors and contractors.

6.2 LEGAL & OTHER REQUIREMENTS

6.2.1 OHS risk and legal compliance register

OH&S has identified the OHS legal and other requirements applicable to the Australian campuses of Monash University and for Monash controlled entities. These are outlined in the *OHS risk and legal compliance register* and have been incorporated into appropriate policy and procedures.

6.2.2 Updating legal & other requirements

The OHS legal and other requirements are kept up to date by:

- Subscription to legislation services for OHS, drugs and poisons compensation and building legislation, eg [Safety and Environmental Law Legal Obligations Directory](#);
- Web access to [Standards Australia](#);
- Regular review of the regulatory websites as detailed the OH&S web site;
- Participation in workshops, forums (eg Education Industry Forum) and programs run by WorkSafe Victoria.

6.3 OBJECTIVES & PROGRAMMES

6.3.1 Setting of objectives & targets

[Monash University's OHS Policy Committee](#) (OHSPC) sets a range of objectives and targets based on the OHS risk profile, legislative and corporate requirements and recommendations from OH&S. The system incorporates objectives which are designed to facilitate the management and implementation of health and safety in the workplace. These objectives and targets can be found in:

- [Occupational Health & Safety Strategic Plan](#)
- [Annual Monash University Occupational Health & Safety Plan](#)
- The Monash University OHS risk and legal compliance register
- [Faculty/divisional OHS plans](#) setting local objectives and targets based on the annual Monash University Occupational Health & Safety Plan

6.3.2 Monitoring of progress towards objectives & targets

Progress towards objectives and targets is monitored by:

6.3.2.1 Measurement of [performance indicators](#) across the university. These performance indicators include:

- WorkCover claims expressed per 100 FTE staff
- Number of local OHS&E committee meetings held by each committee
- Number of building evacuations
- Number of new staff inducted
- Number of staff and students attending OHS training courses

6.3.2.2 Quarterly meetings of the OHSPC.

6.3.2.3 An annual meeting of the OHSPC dedicated to the review of the OHS management system, including review of:

- OHS performance indicators;
- the OHS policy documentation;
- OHS Strategic Plan;
- Annual Occupational Health & Safety Plan;
- OHS risk and legal compliance register;
- Results of audits; and
- Management reviews.

6.3.2.4 Biannual compliance reports to the Audit & Risk Management Office.

6.3.2.5 Internal monitoring of progress in OH&S at regular planning days.

6.4 OHS MANAGEMENT PLANS

6.4.1 The strategic framework for Monash's OHS management plans is set out in the *Occupational Health & Safety Strategic Plan*.

- 6.4.2 The annual [Monash University Occupational Health & Safety Plan](#) provides the basis for [faculty/divisional OHS plans](#) to set local objectives and targets.

7. IMPLEMENTATION AND OPERATION

7.1 RESOURCES, ROLES, RESPONSIBILITY, ACCOUNTABILITY AND AUTHORITY

7.1.1 Resources

Monash University has identified and allocated financial and physical resources to enable the effective implementation of this OHS management system. These resources are provided for in the provision of budget allocation to the OH&S branch at university level and in the OHS budget of each academic/administrative unit.

7.1.2 Responsibility, accountability & authority

Monash University has detailed the OHS management structure and the OHS roles and responsibilities for staff and students in the document [OHS management at Monash University: Structure, functions, roles & responsibilities](#). [Guidelines for the inclusion of OHS roles & responsibilities into position descriptions, engagement profiles and performance management documentation at Monash University](#) have also been developed to ensure that OHS roles and responsibilities are clearly defined for all levels of management and supervision, that they are implemented and monitored through performance evaluation processes and that work involved in fulfilling OHS roles and responsibilities is recognised.

7.2 COMPETENCE, TRAINING AND AWARENESS

7.2.1 Monash University's procedure for providing training and ensuring the competency of its staff, students and contractors is defined in the document [OHS induction & training at Monash University](#)

7.2.2 A training needs analysis is provided in the accompanying [OHS training guide](#) that identifies essential and optional training requirements. An annual program of centrally run [training courses](#) is displayed at the Staff Development Unit website. The SAP Training & Events module, which is linked to personnel records, is used to manage training records, currency of training requirements and is used to program forthcoming training.

7.3 COMMUNICATION, PARTICIPATION & CONSULTATION

7.3.1 Communication

Monash University's OHS Policy, OHS documentation and all other relevant OHS information is communicated to staff, students, contractors and visitors through the following media:

- [the OH&S website](#)
- Targeted and global correspondence and emails to staff and students
- On-line Monash safety induction program
- Contractor safety induction CD Rom and information
- OH&S consultants
- Contacting OH&S by phone or email
- By using the Ask.Monash frequently asked question database
- Academic/administrative unit handbooks and publications
- Student information handbooks and publications

- Safety manuals/safe operating procedures/safe work instructions
- Safety signage

7.3.2 Reporting

Monash University measures and reports its safety performance on a regular basis via:

7.3.2.1 Reports by OHS&E consultants

- to local OHS&E committee meetings
- to faculty/divisional management meetings, eg faculty board

7.3.2.2 Reporting of performance indicators by units to OH&S

7.3.2.3 Reports to OHSPC

- by OH&S
- by sub-committees (Biosafety, Radiation Advisory Committee) to the OHSPC

7.3.2.4 Reports by OH&S

- to Audit & Risk Management Office
- to Administrative Heads meetings
- Senior Management Committee meetings
- to the Director, Student and Community Services Division
- to faculty deans and resource managers, divisional directors and senior administrative staff

7.3.2.5 Reports by OHSPC to vice chancellor following each meeting

7.3.3 Consultation

7.3.3.1 The primary method of consultation is through direct communication with health & safety representatives, staff and students via OHS&E consultants with responsibilities for each area. Health & safety representatives are members of the local OHS&E committee in their area.

7.3.3.2 Procedures

Monash University has agreed consultative processes, which include:

- [Procedures for OHS consultation](#)
- [Health & Safety Issue resolution: Immediate Safety Hazards'](#)
- [Health & Safety Issue resolution: Non-Immediate Safety Hazards](#)

7.3.3.3 Committees

Consultation with a range of staff and student groups on all Australian campuses occurs via:

- *The* [OHSPC](#)
The OHSPC reports directly to the vice-chancellor and is made up of staff and student representatives from different campuses and areas of the university. The OHSPC reviews the OHS performance of the university and its compliance with legislation, standards and codes. The committee also formulates and reviews documents to ensure that they meet the prevailing needs of the university and that a uniform approach to OHS management is adopted at all campuses, centres and work areas. The [minutes of the OHSPC](#) are available at the OH&S website.

- [Local OHS&E committees](#)
OHS and environmental issues in each area of the university are managed by local OHS&E committees, which are chaired by a senior academic or general staff equivalent and include representatives from the various work groups within the area.
Local OHS&E committees meet at least quarterly with the minutes of meetings displayed on safety noticeboards and/or websites of the area.

7.4 DOCUMENTATION

- 7.4.1 Monash University has an extensive range of OHSMS documentation that is available to staff and students at the [OH&S website](#). Policy documents are developed when required by new legislation, changes in procedures, new teaching and research activities or incident reports and reviewed at regular intervals to ensure that they stay current. Extensive consultation with the university community occurs during the development or review process as outlined in *Appendix OH&S process for the development of policies and procedures* in the [OH&S procedures for document control & retention](#).
- 7.4.2 The core elements of the management system and their interaction are described in the [Guide to the Monash University OHS Management System](#) document and displayed pictorially in the [Monash University OHS Management System chart](#), which contains links to all related information.
- 7.4.3 Direction to related documentation is provided through the Monash University OH&S website.
- 7.4.4 The policy documents include the OHS policy, procedures, guidelines, information sheets, hazard alerts, forms and other documentation.

7.5 CONTROL OF DOCUMENTS

All central OHSMS documentation is documented using standard templates and document control processes which are described in the [OH&S procedures for document control & retention](#). System documents are maintained on the Monash University OH&S website. Changes to documentation are notified by global email to the university community. Any hard copies of documents are considered to be uncontrolled.

7.6 OPERATIONAL CONTROL

Monash University's procedure for hazard identification, risk assessment and risk control and the evaluation of effectiveness of control measures is documented in [OHS risk management at Monash University](#).

7.7 EMERGENCY PREPAREDNESS & RESPONSE

- 7.7.1 Potential emergency situations have been identified and emergency procedures are in place. The procedures relating to emergency preparedness are detailed in:
- Monash University emergency procedures booklets installed by every phone on the Australian campuses.
 - [Monash Corporate Crisis Management & Recovery Manual](#), which are held by the designated members of the crisis management team.
 - Local Emergency Response Procedures (LERP)

- 7.7.2 Monash University requires that the emergency control organisation in each building conducts evacuation exercises twice per year. Crisis Management exercises are held regularly to test the efficacy of the procedures established.

8. CHECKING AND CORRECTIVE ACTION

8.1 PERFORMANCE MEASUREMENT & MONITORING

8.1.1 General

Monash University has a comprehensive program for the monitoring and measurement of key aspects of its operations and activities that is documented in [OHS monitoring, measurement and registration at Monash University](#). The program includes testing and monitoring requirements for aspects of the operation of buildings, equipment/machinery and apparatus, essential services, waste disposal, activities involving chemicals, animals, biological materials and radioactive substances, sources and apparatus covered under OHS and other relevant legislation.

8.1.2 Health Surveillance

Health surveillance programs undertaken at Monash University are outlined in the document [Health Surveillance at Monash University](#). The program is coordinated by OH&S and covers pre-employment health assessments, noise and exposure to toxic substances in accordance with OHS and other relevant legislation.

8.1.3 Workplace Inspections

Inspections of all workplaces are required twice a year at Monash University. The [Workplace Inspection program](#) provides the procedure for workplace inspections, inspection reference sheets and recording sheets. The completion of inspections is recorded by the academic/administrative unit, by OH&S and reported to local OHS&E committees. Completion of actions required following inspections is notified by return of the completed inspection worksheet to the Safety Officer of each academic/administrative unit.

8.1.4 Performance of the Monash University OHSMS

8.1.4.1 The Monash University OHSMS is assessed against predetermined, documented compliance objectives, including:

- WorkCover claims expressed per 100 FTE staff
- [Positive performance indicators](#):
 - Number of local OH&S meetings per year
 - Number of building evacuations per year
 - Number of staff attending OHS training
 - Number of new staff inducted

These statistics are collected, publicised and examined by the OHSPC and local OHS&E committees.

8.1.4.2 Internal & external university reviews are conducted regularly, including

- Quality reviews
- Compliance audit
- Biannual compliance reports to the Audit & Risk Management Office
- Fortnightly OH&S staff meetings

- OH&S planning meetings

8.2 INCIDENT REPORTING, NONCONFORMITY, CORRECTIVE & PREVENTATIVE ACTION

- 8.2.1 The Monash University [Procedures for hazard and incident reporting, investigation and recording](#) detail the procedures for reporting hazards and incidents, reporting methods and responsibilities.
- 8.2.2 Records of incidents and injuries are maintained by OH&S and used for analysis and updating of the risk register. Hazard, incident and injury analysis data is reported quarterly to the OHSPC and to local OHS&E and other management committees. The data is also used to identify areas requiring action during the annual planning process.
- 8.2.3 Corrective and preventive action is reviewed by OH&S and by the academic/administrative unit to ensure completion and effectiveness.

8.3 CONTROL OF RECORDS

OHSMS records are maintained in accordance with the document [OHS records management at Monash University](#) and the OH&S Procedure for handling and filing of documents. This procedure contains a master list of records to be maintained, who should hold the records and the period they should be maintained for.

8.4 INTERNAL AUDIT

- 8.4.1 Monash University has a comprehensive program of audits covering elements of the OHSMS at university and academic/administrative/controlled entity level to evaluate the effectiveness of the OHSMS. The audit process, auditor competencies, audit program and audit procedure are documented in [OHS audits at Monash University](#). A [Monash University OHS audit program](#) is developed each year and displayed on the web to provide all areas with details of programmed audits.
- 8.4.2 **The audit program includes:**
- 8.4.2.1 OHS self audits
The safety officers and Heads of each academic/administrative unit/controlled entity are provided with an OHS self audit tool to complete annually.
- 8.4.2.2 Internal audits
Approximately 8 - 10 academic/administrative units/controlled entities from both faculty areas and non-faculty areas are audited annually against the self audit tool.
- 8.4.2.3 External audits
Approximately 5 academic/administrative units/controlled entities from both faculty areas and non-faculty areas are audited annually against the self audit tool by external consultants to provide a quality check for the internal audit procedures.
- 8.4.3 The [Monash University OHS audit program](#) is available at the OH&S web site. The schedule is risk based and is subject to modification following incident, the introduction of new processes, intervention by the regulatory authorities or legislative change.

9. MANAGEMENT REVIEW

- 9.1 OH&S and the OHS Policy Committee conduct reviews of the Monash University's OHS Management System at quarterly meetings and at an annual review meeting of the OHSPC. The purpose of the review is to ensure that the system continues to be an effective means of satisfying Monash University's OHS Policy commitments and stated objectives.
- 9.2 The membership of the OHSPC is made up of senior university management, staff and student representatives from different campuses and areas of the university ensuring that the concerns of internal stakeholders are considered in reviews. External stakeholders are also considered in the form of consolidated reports of WorkSafe entry reports.
- 9.3 The review of the Monash University OHS management system includes review of:
- OHS performance indicators;
 - OHS policy documentation;
 - Occupational Health and Safety Strategic Plan;
 - Annual Occupational Health & Safety Plan;
 - OHS risk and legal compliance register;
 - A consolidated report of WorkSafe entry reports
 - Results of audits;
 - Management reviews, and
 - Changes in operations (activities and structure).
- 9.4 The minutes of the quarterly meetings and the special review an annual review meeting are displayed at the OH&S web site.

10. REFERENCES

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

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