

# OHS RECORDS MANAGEMENT AT MONASH UNIVERSITY

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## 1. PURPOSE

This document provides a summary of the requirements for OHS records management at Monash University in accordance with the requirements of the Accident Compensation (Occupational Health and Safety) Act 1996, the Dangerous Goods Act 1985, the Gene Technology Act 2000, the Public Health and Wellbeing Act 2008, the Quarantine Act 1908, the Environmental Protection Act 1970, the Radiation Act 2005 and 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*

## 2. SCOPE

The procedures for OHS records management outlined in this document are a requirement on the Australian campuses of Monash University and for Monash controlled entities.

## 3. ABBREVIATIONS

<b>EPA</b>	Environmental Protection Authority
<b>Local OHS&amp;E committee</b>	Local OHS & Environmental committee
<b>OHS</b>	Occupational health and safety
<b>OH&amp;S</b>	Occupational Health and Safety Branch
<b>OHSPC</b>	Occupational Health & Safety Policy Committee
<b>PROS</b>	Public Record Office Victoria Standards

## 4. DEFINITIONS

### 4.1 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 policy, a Monash controlled entity will be referred to as a controlled entity.

## 5. OHS RECORDS MANAGEMENT AT MONASH UNIVERSITY

A summary of the requirements for OHS records management is provided in the table below.

## 5.1 RECORDS TO BE KEPT BY ACADEMIC/ADMINISTRATIVE UNIT/CONTROLLED ENTITY

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comment</u>
Minutes of local OHS&E committee meetings	10 years	08.01.02	OHS management at Monash University: Structure, functions, roles & responsibilities	Transfer to University Archives when no longer required in unit
Risk assessments	Until review, or at least 3 years	08.01.02	OHS risk management at Monash University	
Hazard and incident reports	7 years	08.05.05	Procedures for hazard & incident reporting, investigation & recording	
Minutes of OHS consultation meetings, eg regarding changes to work place, construction, renovation and maintenance, new equipment, risk assessments	Indefinitely		Procedures for OHS consultation	Master set of minutes to be transferred to University Archives when no longer required in unit. Copies can be destroyed when no longer needed
Provisional improvement notices issued by health & safety representatives	7 years	PROS 02/01 11.6.1	Procedures for issue resolution	
Training records of OHS training provided by unit/entity, including: <ul style="list-style-type: none"> <li>Attendees</li> <li>Short description of training content</li> </ul>	7 years, or for as long as the staff member is employed		OHS induction and training at Monash University	
Records of completion of workplace inspections	10 years	08.01.02	OHS Monitoring, measurement and registration at Monash University	
Records of audits, including: <ul style="list-style-type: none"> <li>self audits</li> <li>internal audits</li> <li>external audits</li> <li>certification audits</li> </ul>	7 years	08.01.03	OHS audits at Monash University	
Records of corrective actions taken and controls used to address system or procedural deficiencies and non conformances	7 years	08.01.03	OHS audits at Monash University	

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comment</u>
List of registered plant and equipment	10 years after plant is disposed of or decommissioned		OHS Monitoring, measurement and registration at Monash University	List must be kept current.
Records of inspection and testing of electrical equipment, including: <ul style="list-style-type: none"> <li>a register of all electrical equipment;</li> <li>a record of formal inspection and tests; and</li> <li>records of repair.</li> </ul>	10 years 10 years Life of the equipment	08.01.02	OHS Information Sheet No. 33 Inspection, testing, tagging & repair of electrical equipment	
Records of isolated machinery/equipment	Until machinery/equipment returned to service		Procedures for the isolation of machinery/equipment	
PC2/PC3 certifications and inspection reports	For the duration of validity of certificates		Monash OGTR Licence as Accredited Organisation	
OGTR dealings	3 years from when they become inactive		OHS Monitoring, Measurement and Registration at Monash University Monash OGTR Licence as accredited organisation	
Use of scheduled carcinogens: <ul style="list-style-type: none"> <li>scheduled carcinogens used;</li> <li>time periods each scheduled carcinogen used</li> </ul>	50 years		Using chemicals at Monash University	
EPA prescribed waste transport certificates for chemicals, biologicals	7 years	EPA 02/03 3.6.3	Using chemicals at Monash University Using Biologicals at Monash University	
Laboratory/unit/entity records of purchases of ionising radiation sources	10 years after disposal of the ionising radiation source		Using ionising radiation at Monash University	
Surveys of laboratories for ionising radiation contamination	10 years	PROS 02/01 11.8.2 and 11.8.3	Using ionising radiation at Monash University	

## 5.2 RECORDS TO BE KEPT BY FACILITIES & SERVICES

(in addition to the records listed in 5.1)

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further comment</u>
Contractor registration forms	7 years	05.04.07	Contractor OHS management at Monash University	
Certificates of currency of contractors, eg workers compensation, public liability, professional indemnity	7 years	05.04.07	Contractor OHS management at Monash University	
Contractor safety induction records	7years	05.04.07	Contractor OHS management at Monash University	
Evidence of contractor competency (trade or academic references)	7 years	05.04.07	Contractor OHS management at Monash University	
Completed Job Safety Analysis	3 years		Contractor OHS management at Monash University	
Completed work permits	5 years		Contractor OHS management at Monash University	
Cooling tower registration, test, inspection & maintenance records	7 years		OHS Monitoring, measurement and registration at Monash University	
List of registered plant and equipment	10 years after plant is disposed of or decommissioned.		OHS Monitoring, measurement and registration at Monash University	List must be kept current
Records of isolated machinery/equipment	Until machinery/equipment returned to service		Procedures for the isolation of machinery/equipment	
Elevator database	5 years		OHS Monitoring, measurement and registration at Monash University	
Essential Services register	5 years		OHS Monitoring, measurement and registration at Monash University	Keep current

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further comment</u>
Minutes of OHS consultation meetings, eg re changes to work place, construction, renovation and maintenance	Indefinitely		Procedures for OHS consultation	Master set of minutes to be transferred to University Archives when no longer required in unit. Copies can be destroyed when no longer needed.
Copy of plans for construction, renovation and maintenance and correspondence containing OHS recommendations	Indefinitely		Procedures for OHS consultation	
EPA prescribed waste transport certificates for chemicals, biologicals	7 years	EPA 02/03 3.6.3	Using chemicals at Monash University Using Biologicals at Monash University	

### 5.3 RECORDS TO BE KEPT BY OH&S

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comments</u>
Results of monitoring and measurement programs, corrective actions and control plans, including: <ul style="list-style-type: none"> <li>• Cooling tower risk management plan</li> <li>• Use of carcinogens</li> <li>• Ionising radiation dose results</li> <li>• NATA test results for fume cupboards</li> <li>• Registration documentation for ionising radiation sources</li> <li>• Unsealed sources licence documentation managed by OH&amp;S</li> <li>• Noise assessment records</li> <li>• Non-ionising radiation survey reports</li> <li>• Asbestos register</li> <li>• Confined spaces register</li> </ul>	7 years Indefinitely Indefinitely 5 years 2 years after disposal of the ionising radiation source Indefinitely Indefinitely 5 years Indefinitely Indefinitely		OHS Monitoring, measurement and registration at Monash University Ionising Radiation Sources: Purchase and Licensing procedures	

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comments</u>
Records of workplace inspections	10 years	08.01.02	OHS Monitoring, measurement and registration at Monash University	
Records of audits, including: <ul style="list-style-type: none"> <li>• self audits</li> <li>• internal audits</li> <li>• external audits</li> <li>• certification audits</li> </ul>	10 years (routine audits) Indefinitely (audits which lead to changes in policy and procedures)	08.01.02 08.01.01	OHS audits at Monash University	
Records of training provided by OH&S, including: <ul style="list-style-type: none"> <li>• Attendees</li> <li>• Short description of training content</li> </ul>	7 years or for as long as the staff member is employed		OHS audits at Monash University	
Training course evaluation sheets	2 years	9.16.1	OHS induction and training at Monash	
Policy documentation	Indefinitely		OHSE procedures for document control and retention	Transfer to University Archives when no longer required in OH&S
Working documents (electronic files)	5 years		OHSE procedures for document control and retention	
Email	Indefinitely		OHSE procedures for document control and retention	
Copies of hazard and incident reports	Indefinitely	08.05.05, (also see 08.05.01 and 08.05.04)	Procedures for hazard & incident reporting, investigation & recording	
Improvement notices	10 years		Procedures for issue resolution	
WorkSafe entry reports	10 years	PROS 07/01 11.8.2	Procedures for issue resolution	
Minutes of OHS consultation meetings, e.g. regarding changes to work place, construction, renovation and maintenance, new equipment risk assessments	Indefinitely		Procedures for OHS consultation	Master set of minutes to be transferred to University Archives when no longer required in unit. Copies can be destroyed when no longer needed.
Exam results for OH&S managed assessments	Indefinitely		Using ionising radiation at Monash University	

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comments</u>
Personal radiation dosimetry results	50 years		Using ionising radiation at Monash University	
Registration documentation for ionising radiation sources	2 years after disposal of the ionising radiation source		Using ionising radiation at Monash University	

#### 5.4 RECORDS TO BE KEPT BY OH&S HEALTH TEAM (CONFIDENTIAL FILES)

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comment</u>
Health surveillance results	50 Years	09.09.03	Health surveillance at Monash University	
Pre-employment medical records: – successful applicants – unsuccessful applicants	50 years 3 months	09.09.03	Health surveillance at Monash University	
Medical consultation records	100 years	PROS 07/01 12.5.6	Procedures for protecting unborn and breast-fed children from the effects of maternal exposure to chemical and biological agents and animals	
Immunisation histories	50 years	09.09.03	Using biologicals and animals at Monash University Procedures for immunisation	
Bioassay and internal exposure results (where collected by OH&S)	50 years	09.09.03	Using ionising radiation at Monash University	

## 5.5 RECORDS TO BE KEPT BY RESEARCH, ETHICS & COMPLIANCE, RESEARCH OFFICE

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comment</u>
Training records of training provided by Research Compliance Officer, including: <ul style="list-style-type: none"> <li>Attendees</li> <li>Short description of training content</li> </ul>	7 years or for as long as the staff member is employed		OHS induction and training at Monash University	
Training course evaluation sheets	2 years	9.16.1	OHS induction and training at Monash University	
PC2/PC3 certifications and inspection reports	For the duration of validity of certificates		Monash OGTR Licence as accredited organisation	
OGTR dealings	3 years from when they become inactive		OHS Monitoring, measurement and registration at Monash University Monash OGTR Licence as accredited organisation	
Institutional Biosafety Committee minutes	Indefinitely		Using biologicals and animals at Monash University Records Disposal Authority v.01	Transfer to University Archives when no longer required in Research Office

## 5.6 RECORDS TO BE KEPT BY THE STAFF DEVELOPMENT UNIT (SDU)

<u>Records</u>	<u>To be kept for</u>	<u>Disposal class (Monash unless otherwise stated)</u>	<u>Reference Document</u>	<u>Further Comments</u>
Training records of training provided by SDU, including: <ul style="list-style-type: none"> <li>Attendees</li> <li>Short description of training content</li> </ul>	7 years		OHS induction and training at Monash University	
Training course evaluation sheets	2 years	9.16.1	OHS induction and training at Monash University	

## 6. DESTRUCTION OF OHS RECORDS

### 6.1 CONFIDENTIAL DOCUMENTS

6.1.1 The following types of documents must be disposed of by shredding or by placing in confidential waste bags or bins to be shredded:

- Confidential documents;
- Documents that contain any identifying details of staff and/or students;
- Financial documents.

6.1.2 Shredded documents must then be recycled.

### 6.2 NON-CONFIDENTIAL DOCUMENTS

All types of documents other than those listed in 6.1.1 may be disposed of via paper recycling bins.

## 7. REFERENCES

### 7.1 LEGISLATION

Accident Compensation (Occupational Health and Safety) Act 1996  
Dangerous Goods Act 1985 (Vic)  
Dangerous Goods (Storage and Handling) Regulations 2000  
Environment Protection Act 1970  
Gene Technology Act 2000  
Gene Technology Regulations 2001  
Public Health and Wellbeing Act 2008 (Vic)  
Health (Infectious Diseases) Regulations 2001  
Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2007 (Vic)  
Quarantine Act 1908  
Quarantine Regulations 2000  
Radiation Act 2005

### 7.2 MONASH UNIVERSITY OHS DOCUMENTS

([www.adm.monash.edu.au/ohse/documents](http://www.adm.monash.edu.au/ohse/documents))

Contractor OHS management at Monash University  
Health Surveillance at Monash University  
Information Sheet No. 33 Inspection, testing, tagging & repair of electrical equipment  
Ionising Radiation Dosimetry Procedures  
Ionising Radiation Sources: Purchase and Licensing Procedures  
OHS audits at Monash University  
OHS induction & training at Monash University  
OHS management at Monash University: Structure, functions, roles & responsibilities  
OHS monitoring, measurement and registration at Monash University  
OHS risk management at Monash University  
OH&S procedures for document control & retention  
Procedures for first aid  
Procedures for hazard & incident reporting, investigation & recording  
Procedures for immunisation

Procedures for isolation of machinery/equipment  
Procedures for OHS consultation  
Procedures for OHS issue resolution  
Procedures for protecting unborn and breast-fed children from the effects of maternal exposure to chemical and biological agents and animals  
Use, design and modification of machinery and equipment at Monash University  
Using biologicals and animals at Monash University  
Using chemicals at Monash University  
Using ionising radiation at Monash University

### **7.3 AUSTRALIAN STANDARDS**

AS/NZS 1894: 1997 Storage and handling of non-flammable cryogenic and refrigerated liquids

AS/NZS 1940: 2004 Storage and handling of flammable and combustible liquids

AS/NZS 2243.1: 2005 Safety in Laboratories - Planning and operational aspects

2243.2: 2006 Safety in Laboratories - Chemical aspects

2243.3: 2010 Safety in Laboratories - Microbiological aspects & containment facilities

2243.4: 1998 Safety in Laboratories - Ionizing radiations

2243.5: 2004 Safety in Laboratories - Non-ionizing radiations – Electromagnetic, sound and ultrasound

2243.6: 2010 Safety in Laboratories - Mechanical aspects

2243.7: 1991 Safety in Laboratories - Electrical aspects

2243.8: 2006 Safety in Laboratories - Fume cupboards

2243.9: 2009 Safety in Laboratories - Recirculating fume cabinets

2243.10: 2004 Safety in Laboratories - Storage of chemicals

AS/NZS 2982: 2010 Laboratory Design and Construction AS/NZS 3760:2003 In-service safety inspection and testing of electrical equipment

AS/NZS 3000:2007 Electrical Installations (known as the AUS/NZ Wiring Rules)

AS/NZS 3100:2009 Approval and test specification - General requirements for electrical equipment

AS/NZS 4360:2004 Risk management

AS 3745: 2002 Emergency control organization and procedures for buildings, structures and workplaces

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

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