



OHS RISK MANAGEMENT AT MONASH UNIVERSITY

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1. PURPOSE

The purpose of this document is to outline the approach taken at Monash University to the identification, assessment and control of occupational health and safety hazards and their associated risks in accordance with the requirements of the Occupational Health and Safety Act (2004), the Dangerous Goods Act (1985) and associated regulations and to meet the requirements of the standards AS/NZS 4360:2004 *Risk management* and AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use* and OHSAS 18001:2007 *Occupational Health and Safety Systems - Requirements*

2. SCOPE

The approach described in this document applies to risk management at all the Australian campuses of Monash University and to Monash controlled entities.

3. ABBREVIATIONS

JSA	Job safety analysis
OH&S	Occupational Health & Safety Branch
OHS	Occupational health and safety
OHS&E committee	OHS & environmental committee
SDU	Staff Development Unit

4. DEFINITIONS

4.1 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.

4.2 HIERARCHY OF CONTROL

The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness. These are:

- *Elimination*
Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.
- *Substitution*
- *Isolation*
- *Engineering controls*
- If a risk to workplace health and safety remains after the above control measures have been used, *administrative controls* (information, training and procedures) should be applied or, if these are still not adequate, *Personal Protective clothing and Equipment (PPE) worn*. These methods of risk control should be used in conjunction with other controls and are not preferred as a single level of control as the potential of the risk is not eliminated or reduced.

4.3 MONASH CONTROLLED ENTITIES

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.

4.4 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 or item of equipment.

4.5 OHS RISK

An OHS risk is the possibility of a person's health or safety, property or the environment, being adversely impacted through interaction with hazards. It is determined by considering the likelihood of an adverse event occurring and the consequence of unintended exposure to a hazard/s.

4.6 OHS RISK CONTROL

OHS risk control is action taken to eliminate or reduce the consequence and/or the likelihood of that exposure to a hazard will result in injury or illness to people or damage to property.

4.7 OHS RISK MANAGEMENT

OHS risk management is the process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for staff, students, visitors and contractors at Monash University.

4.8 RISK ASSESSMENT DOCUMENTS

Risk assessments are documents which state for each project or subsequent task, procedure and process, chemical or item of equipment, a description of the associated hazard/s ,controls in place and those yet to be implemented along with nominated completion date and responsible person. These documents may use either standard, matrix based or control banding methodologies.

4.9 SUPERVISORS

4.9.1 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.

4.9.2 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

A comprehensive list of OHS responsibilities is provided in the document *Occupational health and safety management at Monash University: Structure, functions, roles and responsibilities*. A summary of responsibilities with respect to OHS risk management is provided below.

5.1 SENIOR EXECUTIVE, DEANS AND DIRECTORS OF ADMINISTRATIVE DIVISIONS AND CONTROLLED ENTITIES

Members of the senior executive, deans and directors of administrative divisions are responsible for ensuring that a risk based approach is adopted for the management of OHS.

5.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES

Heads of academic/administrative units are responsible for ensuring that the potential OHS risks associated with the activities of the unit are identified and managed effectively.

5.3 SUPERVISORS

Supervisors are responsible for controlling the OHS risks associated with the work or study that they supervise using a documented risk management process.

5.4 STAFF WHO ENGAGE OR MANAGE CONTRACTORS

Staff who engage or manage contractors are responsible for ensuring that a comprehensive job safety analysis is completed for each activity by the contractor and reviewed by Monash staff before work commences.

5.5 STAFF AND POSTGRADUATE STUDENTS

Each staff member and postgraduate student at Monash University must ensure that a documented risk management process is used to eliminate or minimise OHS risks where appropriate in their work or study.

5.6 LOCAL OHS&E COMMITTEES

OHS&E committees are responsible for auditing and analysing the OHS legislative compliance of the organisational unit/area to ensure that a risk management approach is taken to hazardous tasks, new activities, research and equipment.

5.7 SDU

SDU is responsible for making available training in Risk Management.

5.8 OH&S

OH&S is responsible for providing advice and training course content in OHS risk management.

5.9 SAFETY OFFICERS

Safety officers (including biosafety and radiation safety officers) are responsible for assisting with risk management of hazards and risks in the area.

5.10 HEALTH & SAFETY REPRESENTATIVES

Health & safety representatives have the right to be consulted, so far as is reasonably practicable, on risk assessment of new and existing materials, equipment or procedures that may affect the health and safety of staff.

6. OVERVIEW OF RISK MANAGEMENT

OHS risk management occurs at several levels at Monash University.

6.1 OH&S

OH&S has developed an *OHS risk and legal compliance register* detailing the OHS risks associated with the university's operations and activities. The register includes the hazards, the likely impact and rating of risks and the risk control strategies in place to minimise identified hazards. The register is updated twice yearly and a report submitted to the Audit and Risk Management Office.

6.2 FACULTIES/DIVISIONS OR CONTROLLED ENTITIES

Risk management is an integral part of the Monash strategic & operational planning process as it provides a comprehensive and structured framework to assist management in identifying and managing key risks, including OHS risks, and in the implementation of cost-effective control strategies to achieve the Monash vision. The operations of each faculty/division or controlled entity are analysed and organisational risks are identified, assessed and evaluated. Control strategies are developed to address the critical and high risks identified and these action plans feedback into the next planning cycle for each respective area. The dean/director of the faculty/division or controlled entity signs off the risk profile and agrees to undertake an annual review of risks and management strategies. At the end of each program an executive summary outlining the proposed actions to address high risks is forwarded to the vice-chancellor.

6.3 STAFF AND STUDENTS

A range of tools have been developed for staff and students to undertake risk management at the university. At Monash, the emphasis of these processes is to ensure that identified risks are controlled effectively.

6.3.1 Risk Management Program

www.monash.edu.au/ohs/topics/risk-management.html

- The risk management program has been developed to assist staff and students of academic/administrative units and controlled entities to identify, assess and control the risks of their activities that may impact the health and safety of staff, students, visitors and contractors.
- By reviewing their work area and activities against each of the major hazard groups in the program, a comprehensive assessment is conducted that incorporates all of the OHS legislative requirements and university standards.
- The major hazard groups include manual handling, equipment & processes, chemical exposure, biological exposure and radiation exposure hazards.
- The risk control program has been designed to allow assessment teams in each unit to quickly and comprehensively identify and assess the hazards in the workplace, to rank them in terms of priority and to provide guidance for the development of appropriate risk control measures.
- The risk control program offers two methods for assessing risk;
 - A risk matrix model using consequence and likelihood as indicators of overall risk.
 - A control banding model which aligns a hazard and potential consequences with a minimum level of recommended controls.
- Training in the use of the risk control program is provided by SDU both centrally and in work areas.

6.3.2 Job Safety Analysis

www.monash.edu.au/ohs/forms/job-safety-analysis.pdf

- The job safety analysis (JSA) tool has been developed to assist Facilities & Services staff to assess and control the risks of their activities that may impact the health and safety of staff, students, visitors and contractors.
- The JSA has been designed to allow staff performing medium and high risk activities to critically examine a work task to identify the hazards of the job and to work out ways to eliminate or control the hazards.

- Following completion, the JSA must be checked by a supervisor/foreman/project manager prior to commencing the project.

7. OHS RISK MANAGEMENT PROCESS

7.1 OHS RISK MANAGEMENT

7.1.1 OHS risk management must be undertaken for all activities at the university where there is the potential for OHS risks.

7.1.2 OHS risk management must be completed:

- before activities commence;
- before the introduction of new equipment, procedures or processes;
- when equipment, procedures or processes are modified;
- following an incident or near miss.

7.2 EXTENT OF OHS RISK MANAGEMENT

7.2.1 **The risk management process** must cover the risks associated with:

- physical hazards including;
 - equipment and machinery;
 - lasers;
 - noise;
 - human interaction;
- chemical use and storage;
- biological hazards;
- radiation use;
- manual handling tasks and;
- off-campus activities.

7.2.2 **Hazards can be identified through:**

- direct reports from staff, students, visitors or contractors;
- hazards & incident reports;
- knowledge and experience of staff and students;
- workplace inspections;
- information provided by suppliers, designers, manufacturers and importers;
- information from similar workplaces; and
- OHS&E committees.

7.2.3 **Assessment of risks associated with hazards**

Tables are provided in the risk control program to assist with assessment of the risks associated with identified hazards.

7.2.4 **Actions to be taken following assessment of risk**

7.2.4.1 Risks assessed as extreme / control band level 4:

- do not proceed or, if commenced, stop the activity/process immediately;
- consult with your safety officer or OHS&E consultant to determine appropriate risk control measures to decrease the risk;
- implement risk controls;
Implementation of the risk controls must decrease the risk of the activity to medium or low. If not, contact your supervisor or safety officer before commencing the activity.
- record and date actions taken on the risk control worksheets.

- 7.2.4.2 Risks assessed as medium or high / control band 2 and 3:
- review the activity/process and determine appropriate measures to decrease the risk;
 - consult with your safety officer or OHS&E consultant to determine appropriate risk control measures if necessary;
 - record and date actions taken on the risk control worksheets;
 - implement risk controls;
- Implementation of the risk controls must decrease the risk of the activity to medium or low. If control banding is used, the risk should be as low as reasonably practicable. If risk cannot be lowered or suggested controls are not available or practicable, contact your supervisor or safety officer before commencing the activity.
- develop safe work instructions (guidelines are provided by OH&S at www.monash.edu.au/ohs/topics/index.html)
- 7.2.4.3 Risks assessed as low/control band 1:
- further risk control measures (other than those specified in the control band) are not required, but if additional control measures will decrease the risk, these should be implemented;
 - record and date actions taken on the risk control worksheets;
 - develop safe work instructions (guidelines are provided by OH&S at www.adm.monash.edu.au/ohse/documents, if necessary).

7.2.5 Controlling risks

- 7.2.5.1 The OHS Act (2004) requires risk control measures to be selected based on the hierarchy of control.
- 7.2.5.2 Throughout the risk management program, examples of control measures based on the hierarchy of control are provided following the assessment matrices for each hazard type.
- 7.2.5.3 Control banding recommends controls for particular hazards in order to reduce the risk to as low as reasonably practicable using the hierarchy of control principles.
- 7.2.5.4 The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness with the preferred control measures being elimination, substitution or engineering controls.

7.2.5.5 The hierarchy of control includes:

Elimination	Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.
Substitution	Substitution of a less hazardous alternative.
Isolation	Enclosing or isolating the hazard.
Engineering controls	Changing processes, equipment or tools, e.g.: <ul style="list-style-type: none">– Machinery guards– Ventilation– Mechanical aids

If a risk to workplace health and safety remains after the above methods have been used, administrative controls should be applied or, if these are still not adequate, personal protective clothing and equipment worn. These methods of risk control should be used in conjunction with other controls and are not preferred in isolation as the potential of the risk is not eliminated or reduced.

Administrative controls	Information, training and procedures, e.g. <ul style="list-style-type: none">– Job rotation– Limiting access– Permit systems– Safe operating procedures– Training– Signage
Personal protective equipment, e.g.	Laboratory coat, safety glasses, closed shoes/boots, hearing protection

7.3 RISK ASSESSMENTS

7.3.1 Risk assessments must include assessment of:

- the effects on the local environment such as other processes, personnel or external environmental impacts;
- types and quantities of wastes generated and their storage, handling, treatment and disposal methods;
- emergency situations which may arise from the task, procedure or equipment, e.g. from a spill, a fire or an explosion;
- the level of risk associated with the task, procedure or equipment outside of the normal operating hours of the unit, i.e. during times when the immediate emergency response, e.g. first aid, is limited. Examples of recommended conditions for work or study at these times are provided in *OHS procedures for work and study during times when emergency response is limited*, which is available at www.monash.edu.au/ohs/topics/procedures/after-hours.pdf

7.3.2 Generic tasks, procedures and equipment

7.3.2.1 Generic risk assessments may be developed for tasks, procedures and equipment:

- at more than one work place, or
- at more than one work area within a workplace.

7.3.2.2 Generic risk assessments must include modifications specific to each work area.

7.3.2.3 A copy of the generic risk assessment must be available to staff and students of the unit/entity.

7.3.3 **Priority for risk assessments**

7.3.3.1 New processes

- Risk assessments must be completed for all new tasks, processes, chemicals, projects, equipment, animals with the potential for OHS risks **before** commencement of the work or study.
- In order to achieve this, a procedure to capture all new processes must be developed in each work area.

7.3.3.2 Existing processes

- For existing processes with the potential for OHS risks, the priority for the completion of risk assessments should be, in order of decreasing priority:
 - High hazard, in use;
 - Lower hazard, in use;
 - Not in use.
- In order to achieve this, a program to complete risk assessments on all existing processes must be developed in each work area.

7.3.4 **Completion of risk assessments**

- Risk assessments must be completed by the staff member or student who will be undertaking the task, procedure or using the equipment, in consultation with:
- The supervisor of the laboratory, student or area and the safety officer of the unit to ensure that experiences with similar tasks, procedures and equipment are incorporated into the risk assessment; and
- The local health & safety representative, who must be involved in the risk assessment of new and existing materials, equipment or procedures that may affect the health and safety of staff as far as is reasonably practicable.

7.4 **REVIEW OF RISK ASSESSMENTS**

7.4.1 **Equipment/machinery**

For all equipment/machinery with potential OHS risks, risk assessments should be reviewed if the equipment/machinery is modified.

7.4.2 **All other tasks, procedures, processes, chemicals, projects, equipment, animals**

Risk assessments must be reviewed:

- when significant changes are made to the task, procedure; or equipment;
- following the occurrence of an injury or near miss or
- at least every 3 years.

8. **TRAINING**

Training in risk management including the use of the risk management programme, is provided by SDU, both centrally or in local work areas. The SDU training course calendar and course enrolment form is available at www.adm.monash.edu.au/staff-development/ws/ohs/index.html. Training in JSA is provided by Facilities and Services.

9. RECORDS

- 9.1 Risk assessments of the work and/or study undertaken in the unit/entity must be documented.
- 9.2 The risk assessments must be accessible to staff and students of the unit/entity.
- 9.3 Risk assessments must be kept by the academic/administrative unit or controlled entity for 3 years or until reviewed.

10. REFERENCES

10.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)
Dangerous Goods Act 1985 (Vic)
Dangerous Goods (Storage and Handling) Regulations 2000

10.2 MONASH UNIVERSITY OHS DOCUMENTS

OHS management at Monash University: Structure, functions, roles & responsibilities
Risk Management Program
Job Safety Analysis
OHS Induction & Training at Monash University

10.3 AUSTRALIAN AND INTERNATIONAL STANDARDS

AS/NZS 4360:2004 Risk management
AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.
OHSAS 18001:2007 *Occupational Health and Safety Systems - Requirements*