

# OHS MANAGEMENT AT MONASH UNIVERSITY: STRUCTURE, FUNCTIONS, ROLES AND RESPONSIBILITIES

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## 1. PURPOSE

The purpose of this document is to identify occupational health and safety roles and responsibilities at each function and level within the university in accordance with the requirements of the;

- Occupational Health and Safety Act (2004);
  - Monash University Occupational Health & Safety Policy;
  - Occupational Health and Safety at Monash A Strategic Approach 2010 – 2012;
- and to meet the requirements of the standards;
- AS/NZS 4360:2004 *Risk management*;
  - AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use* and;
  - OHSAS 18001:2007 *Occupational Health and Safety Management Systems- Requirements*.

## 2. SCOPE

The roles, structure and responsibilities outlined in this document provide guidance for the management of OHS on the Australian campuses of Monash University and for Monash controlled entities.

## 3. ABBREVIATIONS

<b>DWG</b>	Designated work group
<b>OGTR</b>	Office of the Gene Technology Regulator
<b>OH&amp;S</b>	Occupational Health and Safety branch
<b>OHSPC</b>	Occupational Health & Safety Policy Committee
<b>PIN</b>	Provisional improvement notice
<b>RPO</b>	Radiation Protection Officer
<b>OHS&amp;E committee</b>	OHS & Environmental committee

## 4. DEFINITIONS

### 4.1 DESIGNATED WORK GROUP

4.1.1 A designated work group (DWG) consists of all staff in:

- a particular work area, department, school or centre; or
- a building or series of buildings.

4.1.2 A DWG may cover staff:

- at one or more workplaces on a campus; and/or
- at one or more campuses, or
- staff of more than one employer at one or more workplaces.

### 4.2 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, school, department, institute or centre. For administrative areas, the term includes head of division, branch, centre, unit or controlled entity.

### 4.3 MONASH UNIVERSITY CONTROLLED ENTITY

Monash University controlled entities (e.g. companies) include entities where Monash University 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 University controlled entity will be referred to as a controlled entity.

## 4.4 SUPERVISOR

4.4.1 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.

4.4.2 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.

## 4.5 ZONE

A zone is a group of people who work in a faculty, division, school, etc or a building or a group of buildings located in the same area that as a group, focus particularly on OHS issues with the potential to affect all members. A zone can extend to an entire campus.

## 5. OHS MANAGEMENT STRUCTURE: FUNCTIONS, ROLES AND RESPONSIBILITIES

### 5.1 OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE (OHSPC)

5.1.1 The OHSPC has been established in accordance with the consultation arrangements set out in the Victorian Occupational Health and Safety Act 2004.

#### 5.1.2 Membership

5.1.2.1 The committee is chaired by a nominee of the vice-chancellor, normally a deputy vice-chancellor or a dean.

5.1.2.2 Committee members must include evenly balanced representation from the following groups:

- senior academic staff (deans, heads of academic/administrative units and controlled entities);
- senior professional management staff (divisional directors, directors, managers);
- academic staff;
- professional staff;
- postgraduate and undergraduate student representatives.

5.1.2.3 As far as is reasonably practicable, committee membership must include:

- equal numbers of management and employee members; and
- general representation from all campus and off-campus areas.

5.1.2.4 A single alternate should be nominated by each committee member in the instance that they are unable to attend any meetings.

5.1.2.5 The term of office of each of the members is three years.

#### 5.1.3 The terms of reference of the OHSPC are to:

- promote and facilitate cooperation between staff, students and management in the development and implementation of OHS policy, procedures, guidelines and programs at the university;
- ensure that a uniform approach, based on best practice and continuous improvement, is adopted by the university and all its operations, both within Australia and overseas, in all matters of OHS;
- review existing OHS documents on a regular basis to determine whether they meet the prevailing needs of the university including all its campuses

and centers both within Australia and overseas, and to identify any new policies that may be required;

- monitor and continuously improve university compliance with OHS legislation, standards, codes of practice, policies and procedures;
- review the OHS performance of faculties, divisions, schools, departments, centers, and controlled entities to ensure that all areas consistently achieve a high standard;
- engage with affiliated organizations to ensure a high standard of OHS is provided to all Monash staff and students;
- promote OHS awareness and appropriate behavioural and cultural change of staff and students throughout the university;
- co-ordinate the development and implementation of planning processes that are consistent and aligned with the university's broader strategic planning in order to ensure a proactive approach to OHS management across the university and all its operations;
- provide advice to OH&S on priorities and to review and provide recommendations to the vice-chancellor on OHS budgets.

5.1.4 OHSPC meetings are held quarterly with a special meeting held annually to review the Monash University OHS management system.

5.1.5 The minutes of OHSPC meetings are available on the OH&S website (<http://www.adm.monash.edu.au/ohse/committees/>).

## 5.2 FACULTY/DIVISIONAL OHS&E COMMITTEES

5.2.1 The primary role of the faculty/divisional based committees is to oversee the implementation of the university's OHS management system across the organizational unit and to provide a centralised management committee to ensure a coordinated, uniform approach to implementing OHS programmes.

### 5.2.2 Membership

5.2.2.1 The committee is chaired by the Dean or Director of the faculty/division or their direct delegate

5.2.2.2 Committee members should include where appropriate;

- Resources/Executive Manager
- Faculty/Division OHS managers/advisors
- Safety Officer/s
- Health and Safety Representative/s
- OHS & E Consultant
- Specialty officers (Biosafety officer, Radiation safety officer, First aid coordinator, Building/Floor warden) as required
- Environmental Officer
- Postgraduate student representative (if applicable)
- Representative from other building occupants (optional)

5.2.3 **The terms of reference for faculty/divisional OHS&E committees are to;**

- promote and facilitate cooperation between staff, students and management in the implementation of OHS policy, procedures, guidelines and programs across the faculty/division;
- ensure that a prompt, uniform approach, based on best practice and continuous improvement, is adopted by the faculty/division and all its operations, in all matters of OHS;
- monitor and continuously improve faculty/division compliance with OHS legislation, standards, codes of practice, policy and procedures;

- review the OHS performance of faculties, divisions, schools, departments, centers, and controlled entities to ensure that all areas consistently achieve a high standard;
  - co-ordinate the development and implementation of planning processes that are consistent and aligned with the university's broader strategic planning in order to ensure a proactive approach to OHS management across the university and all its operations;
  - promote OHS awareness and appropriate behavioural and cultural change of staff and students throughout the faculty/division/entity;
- 5.2.4 Faculty/Divisional committees are required to meet a minimum of 4 times per year.

### **5.3 LOCAL OHS&E COMMITTEES (INCLUDES ZONE AND LINE MANAGEMENT BASED COMMITTEES)**

5.3.1 In each area of the university, OHS and environmental issues are managed by a local OHS&E committee, providing a consultative forum for the discussion, resolution and implementation of OHS and environmental issues.

5.3.2 OH&S, in consultation with work areas, will establish local OHS&E committees as appropriate for the area.

#### **5.3.3 Membership**

5.3.3.1 A local OHS&E committee should typically have no more than 12 members, including:

- a chairperson who is the head of academic/administrative unit or a senior academic equivalent;
- the safety officer(s) located in the area;
- the environmental officer(s) located in the area;
- one laboratory manager (in laboratory/studio-based faculties);
- the health and safety representative(s) in the area;
- a postgraduate student representative; and, where appropriate
- specialist safety personnel as appropriate e.g. radiation safety officer, biosafety officer.

5.3.3.2 A local OHS&E committee should comprise representatives drawn from the major activities and work groups in an area to achieve a balanced committee.

5.3.3.3 The heads of academic/administrative units and controlled entities that the committee covers shall nominate the members of the committee, except for the health and safety representatives who are elected by the staff.

5.3.3.4 Appointment to the committee is for a term of three years.

5.3.3.5 The Faculty/Divisional OHS Manager/Advisor, if appointed, should be invited to attend local committee meetings on an advisory basis.

5.3.3.6 Other special officers such as the first aid coordinator, radiation and biosafety officers, emergency building wardens, etc, who are not appointed to the committee, should either report to the committee via the safety officer or be invited to report directly to the committee on at least an biannual basis

#### **5.3.4 The functions of a local OHS&E committee include:**

5.3.4.1 Formulation and implementation of OHS and environmental improvement strategies for the area including consideration and implementation of university OHS and environmental policies and procedures;

- 5.3.4.2 Promotion of a strong OHS and environmental culture in the area through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents;
- 5.3.4.3 Review and analysis of injury/incident reports and data, implementation and effectiveness of recommended preventive action of incidents and development of injury/incident prevention strategies for the area;
- 5.3.4.4 Formulation and implementation of local OHS and environmental programs, policies and procedures;
- 5.3.4.5 Monitoring OHS and environmental performance with regard to:
  - conducting regular workplace inspections (minimum 2 per year required);
  - conducting regular trial evacuations (either 1 or 2 required per year depending on building type);
  - induction of new staff and students;
  - training staff and students in the area;
- 5.3.4.6 Monitoring the OHS and environmental legislative compliance of the area and, in particular:
  - ensuring that a risk management approach is taken to hazardous tasks, new activities, research and equipment;
  - ensuring that emergency procedures are developed and implemented in the area;
  - trade and hazardous waste management; and
  - monitoring the implementation of audit recommendations
- 5.3.4.7 Supporting and assisting the work of:
  - Safety officers
  - Health & safety representatives
  - Environmental officers

#### 5.3.5 **Local OHS&E committee meetings**

- 5.3.5.1 Local OHS&E committees are required to meet at least quarterly.
- 5.3.5.2 Before each meeting, notice of the meeting must be circulated to the staff and students in the area, requesting agenda items and/or issues for discussion. Items submitted must be included on the agenda of the meeting and the proposer invited to the meeting for the discussion of the item.
- 5.3.5.3 Minutes of meetings must be:
  - kept;
  - made accessible to all staff and postgraduate students (eg copies on safety notice boards and in the lunch room);
  - minutes may be circulated to committee members electronically;
  - only accessible to Monash staff and students when posted on web sites;
  - sent to the area OHS&E Consultant as soon as possible after the meeting.

5.3.6 Staff and students of each unit must be informed of the local OHS&E committee, its purpose and membership.

5.3.7 A list of OHS&E committee chairpersons is available at the OH&S web site (<http://www.adm.monash.edu.au/ohse/committees/>).

## 5.4 **DESIGNATED WORK GROUPS**

5.4.1 Within each work area there may be one or more DWG's. A DWG consists of all the employees in a particular work area, academic/administrative unit or a

building or series of buildings. A DWG may cover staff at one or more workplaces on a campus and/or at one or more campuses, or staff of more than one employer at one or more workplaces.

5.4.2 DWGs have been defined by the university together with staff and relevant staff associations, through the OHSPC, to represent the OHS interests of staff.

5.4.3 The staff of each DWG can elect a health & safety representative and a deputy health & safety representative.

Health and safety representatives are employee representatives whose primary role is to represent the health and safety interests of the members of their work area (see section 5.7).

5.4.4 The list of DWG's, names of elected health and safety representatives and the procedures for the election of health and safety representatives are available on the OH&S web site (<http://www.adm.monash.edu.au/ohse/committees/health-safety-rep-role.html>).

## **5.5 OCCUPATIONAL HEALTH AND SAFETY BRANCH (OH&S)**

5.5.1 The university has established the Occupational Health and Safety branch to provide a source of expertise to the university on all facets of OHS matters.

5.5.2 Initiation, development and oversight of the university's overall OHS management system is carried out by OH&S in conjunction with the OHSPC.

The Director, OH&S is deemed to be the employer's representative (as required by the OHS Act) at the corporate level.

5.5.3 The functions of OH&S include:

- developing strategies and programs to minimise the risks of injury, illness and damage to property
- maintaining OHS legislative compliance;
- provision of information and advice on OHS risk management and legislative compliance;
- monitoring of personal exposures and the environment;
- managing the content of OHS training courses for staff and students and providing specialized training where required e.g. occupational health;
- conducting workstation assessments, inspections and audits of workplaces;
- liaising with, and reporting to, statutory and external authorities;
- maintaining records relating to the occupational health and safety of staff and students
- providing expert advice pertaining to occupational medicine and rehabilitation of staff/students with non-work related injuries or illnesses
- participating in the investigation of serious incidents
- monitoring the OHS performance of organizational units
- benchmarking OHS systems and practices with associated industry peers e.g. other Go8 universities

## **5.6 FACULTY/DIVISIONAL OHS MANAGERS OR ADVISORS**

OHS managers/advisors may be appointed in academic/administrative units as a dedicated local resource providing support to safety officers, health and safety representatives and other safety personnel.

- 5.6.1 The primary role of a local OHS manager/advisor is to coordinate the implementation of policies, procedures and guidelines thereby ensuring a uniform and consistent approach to OHS across the work unit.
- 5.6.2 The responsibilities of the faculty/divisional OHS manager/advisor include:
- Providing advice, instruction and training service to clients from the work area with regard to OHS matters;
  - Monitoring and reporting on OHS performance to senior management;
  - Assisting in and/or review incident investigations, inspections and audits from clients within the work area;
  - Leading the unit in the implementation and maintenance of the University's management systems;
  - Coordinating the work area's emergency response procedures;
  - Assisting staff and students within the work area to effectively manage hazards and risks associated with work activities;
  - Providing strategic advice to senior management on the management of health and safety matters;
  - Liaising with OH&S and the head of academic/administrative unit and;
  - Reviewing and analysing local incident data and developing procedures and programs to mitigate their impact.

## 5.7 SAFETY OFFICERS

- 5.7.1 The main role of a safety officer is to act as a focal point for all OHS matters arising in a unit or controlled entity. Deputy safety officer(s) may also be appointed to share the responsibilities of the role and to act in the absence of the safety officer.
- 5.7.2 Heads of academic/administrative units and controlled entities are responsible for appointing suitable safety officers and deputy safety officers with an appropriate level of authority for the areas under their control. In the absence of an appointed safety officer, the relevant head of academic/administrative unit or controlled entity shall assume all responsibilities of the safety officer.
- 5.7.3 The safety officers are the employer's representative as required by the OHS Act 2004 at the local level.
- 5.7.4 In laboratory/studio-based units with diverse research interests it may be appropriate to appoint several part-time safety officers each with responsibility for a particular OHS aspect, e.g. general safety, radiation safety and biological safety. Deputy safety officers may also be appointed for each of these roles.
- 5.7.5 **Safety officers and deputy safety officers must:**
- be free to devote sufficient time to OHS issues;
  - be provided with the resources and time to attend OHS training;
  - be accessible to staff;
  - have delegated authority in OHS issues.
- 5.7.6 **The responsibilities of the safety officer and deputy safety officer include:**
- providing advice, information, instruction and training on local OHS issues;
  - formulating and implementing OHS policies and procedures;
  - assisting with risk management of hazards and risks in the area;
  - investigating and reporting all incidents, injuries, hazards and near misses;
  - liaising with OH&S and the head of unit or controlled entity;
  - consulting with local health & safety representatives on OHS issues as outlined in section 5.7.2.1;
  - reviewing and analysing injury and incident reports and data;
  - developing injury and incident prevention strategies for the unit or controlled entity;

- monitoring OHS standards and compliance with OHS policy and procedures at a local level, including workplace inspections, building evacuations, induction and training needs of staff and students;
- monitoring and analysing the department/school OHS legislative compliance in regard to risk, emergency and hazardous waste management;
- assisting with the promotion of OHS awareness;

## 5.8 SPECIAL ROLE OFFICERS

### 5.8.1 Radiation safety officers

The responsibilities of radiation safety officers include:

- overseeing the purchase of radioactive substances for the unit;
- working with the university's Radiation Protection Officer (RPO) to ensure appropriate licensing for sources of ionising radiation as required under the Radiation Act 2005;
- maintaining personal monitoring programs for users of radioactive substances;
- providing advice, information, instruction and training on the local use, storage, transport and disposal of radioactive substances;
- assisting with risk management of hazards and risks associated with radioactive substances;
- formulating and implementing OHS policies and procedures with regard to radioactive substances;
- reviewing the radiation safety aspects of new research projects and teaching activities;
- providing the initial response to, and investigation of, accidents and emergencies involving radioactive substances, including reporting to the RPO, OH&S and assisting with the development of corrective actions;
- liaising with the RPO, OH&S, the local OHS&E committee and the head of unit or controlled entity;
- consulting with local health & safety representatives on OHS issues regarding radioactive substances;
- maintaining records related to the purchase, use, storage, transport and disposal of radioactive substances;
- monitoring OHS standards and compliance with OHS policies and procedures at a local level with regard to radioactive substances;
- auditing and analysing the OHS legislative compliance of the unit or controlled entity with regard to radioactive substances, including reporting breaches of compliance to the RPO;
- assisting with the promotion of ionising radiation safety awareness.

### 5.8.2 Biosafety officers

5.8.2.1 The responsibilities of the biosafety officer include:

- providing advice, information, instruction and training on the local use, storage, transport and disposal of biological substances, including appropriate equipment, facilities, immunisation requirements and work practices for protecting laboratories, staff, and the environment from contamination and infectious organisms;
- providing advice, information, instruction and training on local OGTR matters, including requirements for licensing, certification of facilities and classification of activities under the Gene Technology Act 2001 (Vic);
- assisting with risk management of hazards and risks associated with biological substances;

- formulating and implementing OHS policies and procedures with regard to biological substances;
- reviewing the biosafety aspects of new research projects and teaching activities;
- providing the initial response to, and investigation of, accidents and emergencies involving biological substances, including the development of corrective actions;
- liaising with the university OGTR Compliance Officer, OH&S, the local OHS&E committee and the head of unit or controlled entity;
- consulting with local health & safety representatives on OHS issues regarding biological substances;
- monitoring OHS standards and compliance with OHS policies and procedures at a local level with regard to biological substances;
- auditing and analysing the legislative compliance of the unit with regard to the OHS and gene technology aspects of biological substances, including reporting breaches of compliance to Institutional Biosafety Committee and OH&S;
- assisting with the promotion of biological safety awareness.

5.8.2.2 A biosafety officer may be requested to hold a position on the Institutional Biosafety Committee on a rotational basis.

### 5.8.3 First aid coordinators

The responsibilities of first aid coordinators include:

- acting as focal point for communication between first aiders in the work area and OH&S;
- assisting with the first aid assessment of the unit/controlled entity;
- allocating specific duties to first aiders;
- ensuring that first aid kits, supplies and equipment are maintained;
- monitoring the record keeping associated with first aid kits, supplies equipment;
- liaising with the local OHS&E committee and OH&S.

### 5.8.4 First aiders

It is the responsibility of the first aiders to:

- complete, or have completed, a hepatitis B immunisation course. This requirement applies to all new first aiders and first aiders renewing their first aid training who act as Monash University first aiders;
- respond promptly to provide emergency first aid treatment for injury/illness as required, while always working within their level of competence;
- arrange prompt and appropriate referral as required;
- keep confidential all information received in the course of their duty (medical information must only be released to medical staff);
- record **all** treatment (however minor);
- encourage staff who have had an occupational injury/illness to record this using the university's reporting procedures;
- access information from an SOS bracelet or similar in order to attend to a casualty;
- attend training as required;
- maintain first aid facilities, including first aid equipment, checking and restocking of first aid kits as necessary;
- report any deficiencies in the first aid service to their first aid coordinator.

## 5.8.5 Emergency wardens

### 5.8.5.1 Building wardens

The building warden and deputy building warden are appointed by the head of the academic/administrative unit/controlled entity to act as the overall controllers for a building in an emergency situation.

Their role is to:

- establish the nature of emergency where possible;
- order the evacuation where necessary;
- control the evacuation; and
- provide an accurate situation report to the attending Emergency Services;
- record evacuations using the Building Evacuation form following a debrief with the floor wardens involved.
- Report and discuss deficiencies or faults with the evacuation system or process at the local OHS&E committee
- 

### 5.8.5.2 Emergency floor wardens

Emergency floor wardens are appointed to assist the building warden in the orderly evacuation of the building. Under the guidance of the building warden, they:

- systematically check all areas they have been assigned;
- inform staff and students of the requirement to evacuate;
- prevent staff/students from re-entering the building until the all clear has been given;
- provide an accurate picture of the state of evacuation to the building warden or attending Emergency Services; and
- record details of evacuations on the Floor Warden Evaluation form.

## 5.9 SELF CONTAINED BREATHING APPARATUS (SCBA) COORDINATOR

It is the responsibility of the SCBA coordinator to:

- Co-ordinate the response to a hazardous situation
- Maintain current lists of SCBA trained personnel
- Assess the area for potential hazards before SCBA personnel enter
- Assess and give the all clear to re-enter the area.
- Co-ordinate drills for their SCBA personnel in mock scenarios based on hazards in area
- Co-ordinate repair of SCBA units through Facilities & Services

## 5.10 HEALTH & SAFETY REPRESENTATIVES

5.10.1 A health & safety representative or deputy health & safety representative is an employee representative who has been elected for a term of 3 years by the staff in a DWG to represent their health and safety interests using the procedures outlined in the Monash University *Procedures for health and safety issue resolution* (<http://www.adm.monash.edu.au/ohse/documents>). Employees with day to day experience of a particular work process are a valuable source of information and can advise on situations with the potential to cause injury or illness. These employees can also offer ideas on how the hazards can be best addressed.

### 5.10.2 **Rights of health & safety representatives and deputy health & safety representatives**

Health & safety representatives have a range of statutory rights under the Victorian OHS Act 2004 that include the right to:

5.10.2.1 be consulted, so far as is reasonably practicable, on:

- any proposed changes in the workplace or to the materials, equipment or procedures used that may affect the health and safety of staff;
- risk assessment of new and existing materials, equipment or procedures that may affect the health and safety of staff within the DWG they represent;
- the development of OHS policies and procedures;
- OHS hazard and incident investigation;
- the provision of OHS information, instruction and training.

5.10.2.2 direct work to cease where there is an immediate threat to the health and safety of any person;

5.10.2.3 inspect any part of the workplace at which a member of the area that they represent works, at any time giving reasonable notice to the relevant head of academic/administrative unit or controlled entity and immediately in the event of an incident or hazardous situation;

5.10.2.4 attend workplace inspections and audits, including those carried out by WorkSafe Victoria;

5.10.2.5 be given access to any information, except that which is medically confidential, on:

- the health and safety of the staff in the area they represent; and
- actual or potential hazards in the workplace;

5.10.2.6 paid leave to attend health and safety training courses;

5.10.2.7 have access to the facilities and assistance to enable them to perform their role.

5.10.3 The names of the elected health and safety representatives and the procedures for the election of health and safety representatives are available on the OH&S web site (<http://www.adm.monash.edu.au/ohse/committees/health-safety-rep-role.html>).

## **6. ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES: OHS ROLES AND RESPONSIBILITIES**

### **6.1 SENIOR EXECUTIVE, DEANS AND DIRECTORS OF ADMINISTRATIVE DIVISIONS AND CONTROLLED ENTITIES**

Members of the senior executive, deans and directors of administrative divisions and controlled entities are responsible for ensuring that:

- staff with supervisory or management responsibilities are held accountable for the management of OHS in areas under their control;
- a risk based approach is adopted for the management of OHS;
- sufficient budgetary provision is made for OHS programmes and initiatives;
- OHS is included on the agenda of faculty/divisional and senior management meetings at regular intervals;
- faculty/divisional OHS committees are chaired by either a Dean, Director or their direct delegate; and
- OHS performance is monitored and periodically reviewed.

## **6.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES**

6.2.1 Heads of academic/administrative units and controlled entities are responsible for managing OHS in areas under their control to ensure a healthy and safe environment for staff, students, visitors and contractors.

6.2.2 These responsibilities include:

6.2.2.1 Leading by example in relation to OHS standards and the promotion of OHS awareness, including ensuring that:

- the risks associated with the activities of the unit are identified and managed effectively;
- sufficient resources are allocated for OHS matters;
- local standards and practices comply with legislative requirements and university policy;
- OHS is discussed regularly at meetings.

6.2.2.2 Provision of a local OHS management structure and organisation, including:

- appointment of appropriate safety personnel, eg safety officer, emergency wardens, biosafety officer, radiation safety officer, building warden, first aid coordinator;
- chairing the local OHS&E committee or delegating the role to a senior staff member with an appropriate level of authority
- ensuring that staff, safety personnel and students undertake recommended OHS training;
- implementation of university and local OHS policies, procedures and plans;
- consultation with health and safety representatives and staff;
- provision of OHS information to staff, students, visitors and contractors;
- provision and maintenance of safety and emergency equipment;
- including safety compliance as part of staff performance appraisal.

6.2.2.3 Monitoring, reviewing and assuming accountability for the OHS performance of the unit or controlled entity, with regard to the:

- OHS performance indicators, including local OHS&E committee meetings, workplace inspections, trial evacuations and induction of new staff and students and;
- OHS legislative compliance of the unit or controlled entity.

## **6.3 SUPERVISORS**

The responsibilities of supervisors include:

- actively practising and developing in their staff and students proper attitudes towards OHS matters;
- controlling the risks associated with the work and study that they supervise using a documented risk management process;
- implementing university and local OHS policies and procedures;
- ensuring that they, and the staff and students that they supervise, undertake mandatory and recommended OHS training;
- participating in the investigation of reported incidents and hazards within the area they supervise
- actively participating in workplace OHS inspections and audits;
- including OHS performance as part of staff appraisals.

## **6.4 INDIVIDUALS (STAFF MEMBERS, STUDENTS)**

- 6.4.1 Each staff member or student at Monash University is responsible for ensuring that his or her own work or study environment and practices reflect high OHS standards in order to protect their own health and safety as well as the health and safety of others.
- 6.4.2 The responsibilities of staff members and students include:
- complying with OHS policy, procedures and instructions, ;
  - being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
  - participating in meetings, training and other health and safety activities as required;
  - reporting hazards, near misses, injuries and incidents;
  - using a documented risk management process to eliminate or minimise OHS risks where appropriate;
  - using and maintaining safety devices and personal protective equipment correctly;
  - not willfully or recklessly endangering the health and safety of any person at the workplace.

## **6.5 STAFF WHO ENGAGE OR MANAGE CONTRACTORS**

- 6.5.1 The OHS Act 2004 states that independent contractors and their employees are to be regarded as employees of the organisation engaging the independent contractor in terms of responsibility for OHS. Monash University and those Monash staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which Monash University has control.
- 6.5.2 The responsibilities of Monash staff who engage or manage contractors include ensuring that:
- the prequalification process is completed prior to awarding the contract (issue of service agreement);
  - the primary contractor completes the campus-specific Monash University contractor induction program;
  - a comprehensive job safety analysis is completed by the contractor and reviewed by Monash staff before work commences;
  - the equipment and materials used by contractors are safe and are used in a manner that does not pose a risk to the contractors or to Monash University staff, students and visitors;
  - contractors are not exposed to health and safety risks arising out of the activities of Monash University;
  - contractors use safe work methods;
  - contact is maintained with the contractor, providing job supervision and inspection of the quality of the work;
  - contractors have statutory compensation and liability insurance;
  - contractors report all hazards, near misses, injuries and incidents

## **6.6 CONTRACTORS**

The responsibilities of contractors are outlined in detail in the *Monash Contractor Safety Induction*, a summary is provided below. Monash University regards health, safety and environment as a shared responsibility between the contractor, their employees or sub-contractors, and the university itself.

Therefore, it is the responsibility of contractors to ensure that:

- they are competent to do the job asked of them;

- they have the qualifications, training, experience and certificates of competency that will be needed for the job;
- they have the OHS and environmental knowledge required for the job;
- they maintain the premises in which they work in a safe and healthy manner for themselves and for the staff and students of Monash university;
- they employ safe tools and systems of work to do a job;
- electrical power tools are regularly inspected and tagged in accordance with AS3760;
- they comply with appropriate standards;
- MSDS are provided for all chemicals;
- instructions and supervision from the contracting company are adequate. Close supervision is required particularly in the case of young or inexperienced workers;
- they communicate regularly with their Monash contract supervisor/project officer;
- methods of work are approved by the contract supervisor/project officer;
- they raise any issue that is or may become a health, safety, environmental or core business concern;
- all hazards, near misses, injuries and incidents are reported to their Monash contract supervisor/project officer.

## 7. REFERENCES

### 7.1 LEGISLATION

Gene Technology Act 2001 (Vic)  
 Occupational Health and Safety Act 2004 (Vic)  
 Occupational Health and Safety Regulations 2007 (Vic)  
 Radiation Act 2005 (Vic)

### 7.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse/documents/index>)

Contractor OHS Management at Monash University  
 Occupational Health & Safety Policy  
 Occupational Health and Safety Strategic Plan: 2010 – 2012  
 OHS induction & training at Monash University  
 Procedures for Health and Safety Issue Resolution

### 7.3 AUSTRALIAN STANDARDS

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.  
 OHSAS 18001:2007 Occupational Health and Safety Management Systems- Requirements  
 AS 3760:2003 In-service safety inspection and testing of electrical equipment