



**GUIDELINES FOR THE INCLUSION OF OHS ROLES & RESPONSIBILITIES INTO POSITION DESCRIPTIONS, ENGAGEMENT PROFILES AND PERFORMANCE MANAGEMENT DOCUMENTATION AT MONASH UNIVERSITY**

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## 1. PURPOSE

The purpose of these guidelines is to ensure that occupational health and safety roles and responsibilities are clearly defined for all levels of management and supervision, that they are implemented and monitored through existing performance evaluation processes and that work involved in fulfilling OHS roles and responsibilities is recognised in accordance with the requirements of the Occupational Health and Safety Act 2004, the Monash University *Occupational Health & Safety Policy* and to meet the requirements of the Australian 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* .

The statements of OHS roles and responsibilities have been developed for inclusion into position descriptions of professional staff and engagement profiles of academic staff. From these statements, performance measures can be developed to evaluate individual performance in OHS duties undertaken.

## 2. SCOPE

These guidelines apply to all academic and professional staff at the Australian campuses of Monash University and at Monash controlled entities and should be applied in conjunction with the [Framework of Performance Management/Enhancement at Monash](#).

## 3. ABBREVIATIONS

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

## 4. DEFINITIONS

### 4.1 MANAGER

For the purposes of these guidelines, a manager is defined as any professional or academic staff member who has one or more supervisors reporting directly to them.

### 4.2 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.

### 4.3 SUPERVISOR

4.3.1 Supervisors are defined as any professional or academic staff member who is 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.

4.3.2 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. INCLUSION OF OHS INTO POSITION DESCRIPTIONS

### 5.1 PROFESSIONAL STAFF POSITION DESCRIPTION STRUCTURE

- Organisational context
- Key result areas and responsibilities
- Key selection criteria
- Other job related information

OHS roles and responsibilities need to be consistently and comprehensively interlaced across all sections of the position description to ensure they are clearly understood and form an integral function of the position.

### 5.2 PROFESSIONAL STAFF MEMBER (NON-SUPERVISORY ROLE)

#### 5.2.1 Organisational context

This section should include a brief statement of the major impact/focus/objectives of the position. In this statement the word 'safe' should be included, for example,

- 'conduct their work in safe manner', or
- 'ensure the safe conduct of practical classes'.

#### 5.2.2 Key result areas and responsibilities

Examples of results areas or responsibilities which could be included where relevant are:

- using a documented risk management process to eliminate or minimise OHS risks where appropriate;
- complying with OHS instructions, policies and procedures;
- using and maintaining safety devices and personal protective equipment correctly;
- being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as emergency wardens and first aiders.

#### 5.2.3 Key selection criteria

The following selection criteria could be included as either essential or desirable selection criteria.

- Knowledge of OHS issues relevant to work activities and work area.
- Knowledge of safe work procedures and OHS training relevant to work activities and work area.

### 5.3 PROFESSIONAL STAFF MEMBER (SUPERVISORY ROLE)

#### 5.3.1 Organisational context

This section should include a brief statement of the major impact/focus/objectives of the position. In this statement the word 'safe' should be included, eg:

- 'ensure safe, efficient and effective management of...', or
- the 'supervision of *x number of* staff or students ensuring the safety and quality of the work'.

#### 5.3.2 Key result areas and responsibilities

Examples of two OHS results areas or responsibilities, of which at least one should be included, are:

5.3.2.1 Provide, so far as is reasonably practicable, a healthy and safe 'workplace' [**insert descriptors that best describes the specific environment, eg office**] for staff 'and students' [**students added where appropriate**], including (examples of activities):

- Regularly monitor the work area.
- Actively review work procedures to ensure all work is performed in a safe manner.
- Actively lead accident/incident investigations involving the staff '**and/or students**' under your supervision.

5.3.2.2 Provide adequate instruction, information, supervision and training for the staff 'and students' [**students added where appropriate**] to perform their work in a safe manner, including (examples of):

- Ensure all new staff '**and students**' are provided with an induction to the work 'or study' area.
- Facilitate the development of safe work instructions for all techniques, processes, equipment and machinery as required.
- Organise for staff to attend OHS training courses as required.
- Provide adequate supervision for staff '**and students**' depending on the nature of the tasks and associated roles.

### 5.3.3 **Key selection criteria**

The following selection criteria should be included as either essential or desirable selection criteria.

- Knowledge of OHS issues relevant to work activities and work area.
- Knowledge of safe work procedures and OHS training relevant to work activities and work area.

## 5.4 **PROFESSIONAL STAFF MEMBER (LABORATORY/STUDIO/WORKSHOP SUPERVISORY ROLE)**

### 5.4.1 **Organisational context**

This section should include a brief statement of the major impact/focus/objectives of the position. In this statement the word 'safe' should be included, eg:

- 'ensure safe, efficient and effective management of the laboratory'.

### 5.4.2 **Key results areas and responsibilities**

Examples of two OHS results areas or responsibilities, of which at least one should be included, are:

5.4.2.1 Provide, so far as is reasonably practicable, a healthy and safe 'workplace' [**insert descriptors that best describes the specific environment, eg laboratory, studio**] for staff 'and students' [**students added where appropriate**], including (examples of activities):

- Regularly monitor the work area to ensure all equipment, machinery and the general environment is maintained in a safe manner.
- Actively review work procedures to ensure all work is performed in a safe manner.
- Actively lead accident/incident investigations involving staff or students supervised.
- Ensure that all chemicals in the work area are stored in a safe manner according to Monash University's *Storage Limits for Dangerous Goods in Laboratories*.

- Ensure that risk assessments of all hazardous substances, equipment and processes are carried out and documented and are readily available in the work area.

5.4.2.2 Provide adequate instruction, information, supervision and training for the staff 'and students' [**students added where appropriate**] to perform their work in a safe manner, including (examples of activities):

- Ensure that all new staff '**and students**' are inducted into the work area '**or study**'.
- Outline the personal protective equipment that is required and its correct use and maintenance.
- Facilitate the development of safe work instructions for all techniques, processes, equipment and machinery as required.
- Develop safety manual(s) for the work area incorporating appropriate safe work instructions.
- Organise for staff '**and students**' to attend OHS training courses as required
- Record all training attended and competencies gained by each staff member '**and student**'

#### 5.4.3 **Key selection criteria**

The following selection criteria should be included as either essential or desirable.

- Knowledge of OHS issues relevant to work activities and work area.
- Knowledge of safe work procedures and OHS training relevant to work activities and work area.

## 5.5 **PROFESSIONAL STAFF MEMBER (MANAGEMENT ROLE)**

### 5.5.1 **Organisational context**

This section should include a brief statement of the major impact/focus/objectives of the position. In this statement the word 'safe' should be included, eg:

- 'ensure safe, efficient and effective management of the .....'.

### 5.5.2 **Key results areas and responsibilities:**

Examples of two OHS results areas or responsibilities of which at least one should be included, are:

5.5.2.1 Provide, so far as is reasonably practicable, a healthy and safe 'workplace' [**insert descriptors that best describes the specific environment, eg office**] for staff 'and students' [**students added where appropriate**], including (examples of activities):

- Periodically review the work area with local area supervisors to assess the OHS aspects of the work environment and work procedures.
- Review all accident/incident reports to ensure that thorough investigations have been carried out and appropriate controls have been recommended.
- Overview the risk assessment processes for all hazardous tasks, procedures and activities undertaken by staff '**and students**'.
- Ensure that adequate financial provision is available for OHS.
- Overview the effective functioning of the local OHS committee(s) in the work area.

- Consult with health and safety representative(s) on OHS issues within the work area.

5.5.2.2 Promote OHS awareness within the work area, including (examples of activities):

- Periodically include OHS in management meetings.
- Encourage and promote innovation and excellence in OHS within the work area.
- Ensure that safety performance is included in staff appraisals.
- Nominate and support the role of the safety officer.

5.5.3 **Key selection criteria**

The following selection criteria should be included as either essential or desirable selection criteria.

- Knowledge of OHS issues relevant to work activities and work area.
- Knowledge of safe work procedures and OHS training relevant to work activities and work area.

## 6. INCLUSION OF OHS INTO ENGAGEMENT PROFILES

### 6.1 ACADEMIC STAFF ENGAGEMENT PROFILE STRUCTURE

- Teaching
- Research, scholarship and creative activities
- Management/administration
- Professional activities and community service
- Goals/targets

OHS roles and responsibilities are predominantly a management/administration issue and should be included in the associated section of the engagement profile, however, may also be included in the teaching and research sections if the academic staff member supervises teaching or research laboratories, studios or workshops.

### 6.2 ACADEMIC STAFF MEMBER (NON-LABORATORY/STUDIO/WORKSHOP SUPERVISORY ROLE): DOCUMENT C - MANAGEMENT/ADMINISTRATION

This section should include a brief statement of the major impact/focus/objectives of the position including OHS responsibilities, eg:

Supervision of staff and/or students in the **(insert descriptor of the courses/work area you supervise eg third year arts courses)**, incorporating the OHS responsibilities of:

- ensuring all new staff are inducted into the safety aspects and emergency procedures of the work/study area;
- controlling the risks associated with the work /study area using a documented risk control process;
- implementing university and local OHS policies and procedures;
- ensuring all hazards, incidents, injuries and near misses are investigated in a timely manner and appropriate controls are recommended and implemented;
- actively participating in bi-annual workplace inspections and audits;
- ensuring that staff and students undertake mandatory and recommended OHS training;
- including OHS performance as part of staff appraisals.

### 6.3 **ACADEMIC STAFF MEMBER (LABORATORY/STUDIO/WORKSHOP SUPERVISORY ROLE): DOCUMENT C - MANAGEMENT/ADMINISTRATION**

This section should include a brief statement of the major impact/focus/objectives of the position including OHS responsibilities. eg:

Supervision of **(insert class descriptor or research facility description)** research laboratory, practical laboratory, studio and workshop class incorporating the OHS responsibilities of:

- ensuring all new staff are inducted into the safety aspects and emergency procedures of the work/study area;
- controlling the risks associated with the work /study area using a documented risk control process;
- implementing university and local OHS policies and procedures;
- ensuring all hazards, incidents, injuries and near misses are investigated in a timely manner and appropriate controls are recommended and implemented;
- actively participating in bi-annual workplace inspections and audits;
- ensuring that staff and students undertake mandatory and recommended OHS training
- including OHS performance as part of staff appraisals;
- developing or assisting in the development and updating of safety manuals for class practicals/research procedures, equipment and processes;.
- ensuring the safe storage and use of chemicals, biologicals & radioactive materials within the study area/ research area.

### 6.4 **ACADEMIC STAFF (MANAGEMENT ROLE) DOCUMENT C - MANAGEMENT/ADMINISTRATION**

This section should include a brief statement of the major impact/focus/objectives of the position including OHS responsibilities, eg:

Management of **(insert descriptor of the teaching research and administrative areas under your management)** incorporating the OHS responsibilities of:

- ensuring the risks associated with the activities of the unit are identified and managed effectively;
- ensuring adequate resources are allocated for OHS matters;
- ensuring local standards and practices comply with legislative requirements and university policy;
- appointing appropriate safety personnel, eg safety officer, emergency wardens, biosafety officer, radiation safety officer, building warden, first aid coordinator;
- ensuring that staff, safety personnel and students undertake OHS professional development and training;
- implementing university and local OHS policies and procedures;
- periodically reviewing the teaching, research and administrative areas with the area supervisors to assess the OHS aspects of the work/study environment and procedures;
- monitoring and reviewing 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;

- ensuring staff and health and safety representatives are consulted on any matters relating to health and safety;
- providing and maintaining safety and emergency equipment;
- providing OHS information to staff, students, contractors and visitors;
- including safety compliance as part of staff performance appraisals.

## 7. INCLUSION OF OHS INTO PERFORMANCE MANAGEMENT DOCUMENTATION

OHS roles are most appropriately recognised in the **Annual Work Plan** section of the Performance Management Scheme Documentation for professional staff and as **3 year service related goals** for academic staff.

### 7.1 NON-SAFETY PERSONNEL

#### 7.1.1 Work goals/3 year goals (service)

An example OHS results area or responsibility, for staff without a specific OHS role is;

- Ensure own work environment & practices are conducive to good OHS standards

#### 7.1.2 Specific targets for each goal/Achievement Indicators

- Participate in at least one OHS related training course every 12 months
- Minimise OHS hazards & risks associated with work activities by ensuring a risk assessment is completed for hazardous tasks.
- Actively participate in the implementation of OHS initiatives across the work area e.g developing safe work practices, reporting hazards & incidents, participating in OHS&E committees.

### 7.2 SAFETY OFFICER

#### 7.2.1 Work goals/3 year goals (service)

Examples of OHS work goals, of which at least one should be included, are;

- Monitor OHS standards and compliance with policy & procedures at a local level.
- Assist in the management of OHS hazards and risks within the local area.
- Promote OHS awareness across the work area.
- Actively participate in OHS audits.
- Assist with the implementation of strategic OH&S objectives.

#### 7.2.2 Specific targets for each goal/Achievement Indicators

Specific targets or achievement indicators applicable to the work goals above are;

- Two workplace inspections are conducted each year
- Each building completes 2 trial evacuations each year
- All new staff are inducted within 4 weeks of their commencement
- Investigate and implement control measures for all reported hazards & incidents
- Attend all local and faculty/divisional OHS committee meetings as applicable
- Advise staff & students of upcoming OHS meetings, inviting them to raise issues and ensure the distribution of meeting minutes
- Risk assessments are undertaken for all hazardous work activities
- All 'essential' training courses have been completed

### 7.3 SPECIALTY OFFICERS (E.G FIRST AIDER, EMERGENCY WARDENS, BIOSAFETY, RADIATION, AND LASER SAFETY OFFICER)

#### 7.3.1 Work Goals/3 year goals (service)

Examples of OHS work goals, of which at least one should be included, are;

- Ensure areas under responsibility are fully resourced during emergency situations
- Ensure all required training has been undertaken and qualifications are kept current
- Ensure specific hazards and risks associated with work activities , e.g. radiation, biosafety are effectively managed throughout the work unit

#### 7.3.2 Specific targets for each goal/achievement indicators

Specific targets or achievement indicators applicable to the work goals above are;

- Ensure the required number of evacuation drills are conducted each year and that OH&S is notified, deficiencies are recorded and actioned.
- Record details of evacuations on the appropriate evaluation form
- Ensure first aid kits are kept fully stocked in accordance with the Procedures for First Aid and lists of first aiders are regularly updated
- Undertake a first aid assessment every 3 years ensuring appropriate numbers of first aiders are available in the work area
- Maintain a personal monitoring program for users of radioactive substances.

### 7.4 SUPERVISORS AND MANAGERS

#### 7.4.1 Work Goals/3 year goals (service)

Examples of OHS work goals, of which at least one should be included, are;

- Provision of a healthy and safe workplace for staff **'and students' (where applicable)**
- Safeguard the occupational health and safety of those staff **'and students' (where applicable)** in their charge
- Monitor & Review OHS performance of the academic/administrative unit
- Ensure staff are well informed about OHS roles, responsibilities, policies and procedures and that their knowledge of OHS matters is regularly refreshed
- Promote OHS awareness across the work area

#### 7.4.2 Specific targets for each goal/achievement indicators

Specific targets or achievement indicators applicable to the work goals above are;

- The work unit has a full complement of safety personnel eg Safety Officer, First Aid Officers/Coordinators, Emergency Wardens, Building Warden, specialty officers etc.
- All accident/incident reports are reviewed, ensuring that thorough investigations have been carried out and appropriate controls have been implemented.
- OHS is regularly included in management meetings.
- Risks associated with the work and study that they supervise are controlled using a documented risk management process
- University and local OHS policies and procedures are implemented throughout the work area.

- Staff and students undertake all essential and recommended OHS training.
- Actively participate in workplace OHS inspections and audits.
- Ensure that OHS performance is included in staff appraisals.
- Adequate budgetary provision is made for OHS programs and initiatives.
- OHS performance is monitored and periodically reviewed in accordance with positive performance indicators and OHS operational and strategic plans.
- OHS performance is included in staff appraisals

## 8. RECORDS

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
<b>Academic/administrative unit/controlled entity</b>		
	Position descriptions	7 Years
	Engagement profiles	7 Years
	Performance management documentation	12 months

## 9. REFERENCES

### 9.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

### 9.2 MONASH UNIVERSITY OHS DOCUMENTS

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

Monash safety induction program

OHS management at Monash University: Structure, functions, roles and responsibilities

OHS induction and training at Monash University

Occupational health & safety training guide

Training records

### 9.3 AUSTRALIAN AND INTERNATIONAL STANDARDS

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

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