



GUIDE TO THE MONASH UNIVERSITY OHS MANAGEMENT SYSTEM

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1. PURPOSE

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

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

2. SCOPE

2.1 SCOPE OF THE OHS MANAGEMENT SYSTEM

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

2.2 THE SCOPE OF THIS DOCUMENT

The scope of this document includes:

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

3. ABBREVIATIONS

OHS	Occupational health and safety
OHSE	Occupational Health, Safety & Environment unit
OHSPC	Occupational Health & Safety Policy Committee
Zone OHS&E committee	Zone OHS & environmental committee

4. DEFINITIONS

4.1 MONASH CONTROLLED ENTITY

Monash controlled entities (eg companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this document, a Monash controlled entity will be referred to as a controlled entity or entity.

5. OHS POLICY

- 5.1 The Monash University [OHS Policy](#) is displayed in each academic/administrative unit and is available at the OHSE website where hardcopies can be downloaded.

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

6. PLANNING

6.1 HAZARD IDENTIFICATION & RISK ASSESSMENT

6.1.1 Overview of risk management

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

6.1.2 Risk register

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

6.1.3 Risk management tools

OHSE has developed and approved risk assessment tools for use at Monash University:

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

6.2 LEGAL & OTHER REQUIREMENTS

6.2.1 OHS risk and legal compliance register

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

6.2.2 Updating legal & other requirements

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

- Subscription to legislation services for OHS, drugs and poisons compensation and building legislation, eg [Safety and Environmental Law Legal Obligations Directory](#);

- Web access to [Standards Australia](#);
- Subscription to CCH OHS update;
- Regular review of the regulatory websites as detailed on the [External Web Sites](#) section of the OHSE web site;
- Participation in workshops, forums (eg Education Industry Forum) and programs run by WorkSafe Victoria.

6.3 OBJECTIVES & TARGETS

6.3.1 Setting of objectives & targets

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

- [Occupational Health & Safety Strategic Plan: 2007–2009](#)
- [Monash University Occupational Health & Safety Plan](#)
- The Monash University OHS and environmental risk and legal compliance register
- [Faculty/divisional OHS plans](#) setting local objectives and targets based on the Monash University Occupational Health & Safety Plan

6.3.2 Monitoring of progress towards objectives & targets

Progress towards objectives and targets is monitored by:

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

- WorkCover claims expressed per 100 FTE staff
- Number of zone OHS&E committee meetings held by each committee
- Number of building evacuations
- Number of completed workplace inspections
- Number of staff and students attending OHS training courses

6.3.2.2 Quarterly meetings of the OHSPC.

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

- OHS performance indicators;
- the OHS policy documentation;
- OHS&E at Monash, A Strategic Approach 2004 – 2006;
- Occupational Health & Safety Plan;
- OHS risk and legal compliance register;
- Results of audits;
- Management reviews.

6.3.2.4 Quarterly compliance reports to Audit Committee of Council.

6.3.2.5 Internal monitoring of progress in OHSE at regular planning days.

6.4 OHS MANAGEMENT PLANS

- 6.4.1 The strategic framework for Monash's OHS management plans is set out in the document *Occupational Health & Safety Strategic Plan: 2007–2009*.
- 6.4.2 The [Monash University Occupational Health & Safety Plan](#) provides the basis for [faculty/divisional OHS plans](#) to set local objectives and targets.

7. IMPLEMENTATION

7.1 STRUCTURE & RESPONSIBILITY

7.1.1 Resources

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

7.1.2 Responsibility & accountability

Monash University has detailed the OHS management structure and the OHS roles and responsibilities for staff and students in the document [OHS management at Monash University: Structure, functions, roles & responsibilities](#).

7.2 TRAINING & COMPETENCY

- 7.2.1 Monash University's procedure for providing training and ensuring the competency of its staff, students and contractors is defined in the document [OHS induction & training at Monash University](#)
- 7.2.2 A training needs analysis is provided in the accompanying [OHS training guide](#) that identifies essential and optional training requirements. An annual program of centrally run [training courses](#) is displayed at the OHSE website and in the Monash University OHSE training course booklet. The [OHSE consultant of each area](#) also provides targeted OHS training courses on request.
- 7.2.3 The SAP Training & Events module, which is linked to personnel records, is used to manage training records, currency of training requirements and is used to program forthcoming training.

7.3 CONSULTATION, COMMUNICATION & REPORTING

7.3.1 Consultation

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

7.3.1.2 Procedures

Monash University has agreed consultative processes, which include:

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

7.3.1.3 Committees

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

- The OHSPC
The OHSPC reports directly to the vice-chancellor and is made up of staff and student representatives from different campuses and areas of the university. The OHSPC reviews the OHS performance of the university and its compliance with legislation, standards and codes. The committee also formulates and reviews policies to ensure that a uniform approach to OHS management is adopted at all campuses, centres and work areas. The [minutes of the OHSPC](#) are available at the OHSE website.
- Zone OHS&E committees
OHS and environmental issues in each area of the university are managed by zone OHS&E committees, which are chaired by a senior academic or general staff equivalent and include representatives from the various work groups within the zone.
Zone OHS&E committees meet at least quarterly with the minutes of meetings displayed on safety noticeboards and/or websites of the zone.

7.3.2 **Communication**

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

- [the OHSE website](#)
- Targetted and global correspondence and emails to staff and students
- On-line Monash safety induction program
- Contractor safety induction CD Rom and information
- OHSE consultants
- Contacting OHSE by phone or email
- By using the Ask.Monash frequently asked question database
- Academic/administrative unit handbooks and publications
- Student information handbooks and publications
- Safety manuals/safe operating procedures/safe work instructions
- Safety signage

7.3.3 **Reporting**

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

7.3.3.1 Reports by OHSE consultants

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

7.3.3.2 Reporting of performance indicators by zones/units to OHSE

7.3.3.3 Reports to OHSPC

- by OHSE
- by sub-committees (Biosafety, Road & Traffic Sub committee, Radiation Advisory Committee) to the OHSPC

7.3.3.4 Reports by OHSE

- to Audit Committee of Council
- to Administrative Heads meetings
- Senior Management Committee meetings
- to the Director, Student and Staff Services Division
- to faculty deans and resource managers, divisional directors and senior administrative staff

7.3.3.5 Reports by OHSPC to vice chancellor following each meeting

7.4 DOCUMENTATION

- 7.4.1 Monash University has an extensive range of OHSMS documentation that is available to staff and students at the [OHSE website](#). Policy documents are developed when required by new legislation, changes in procedures, new teaching and research activities or incident reports and reviewed at regular intervals to ensure that they stay current. Extensive consultation with the university community occurs during the development or review process as outlined in *Appendix 10: OHSE process for the development of policies and procedures* in the [OHSE procedures for document control & retention](#).
- 7.4.2 The core elements of the management system and their interaction are described in the [Guide to the Monash University OHS Management System](#) document and displayed pictorially in the [Monash University OHS Management System chart](#), which contains links to all related information.
- 7.4.3 Direction to related documentation is provided through the Monash University OHSE website.
- 7.4.4 The policy documents include policies, procedures, guidelines, information sheets, hazard alerts, forms and other documentation.

7.5 DOCUMENT & DATA CONTROL

All central OHSMS documentation is documented using standard templates and document control processes. System documents are maintained on the Monash University OHSE website. Changes to documentation are notified by global email to the university community. Any hard copies of documents are considered to be uncontrolled.

7.6 MANAGING OPERATIONAL RISK

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

7.7 EMERGENCY PREPAREDNESS & RESPONSE

- 7.7.1 Potential emergency situations have been identified and emergency procedures are in place. The procedures relating to emergency preparedness are detailed in:
- Monash University emergency procedures booklets installed by every phone on the Australian campuses.
 - [Monash Corporate Crisis Management & Recovery Manual](#), which are held by the designated members of the crisis management team.
- 7.7.2 Monash University requires that the emergency control organisation in each building conducts evacuation exercises twice per year. Crisis Management exercises are held regularly to test the efficacy of the procedures established.

8. MEASUREMENT AND EVALUATION

8.1 MONITORING & MEASUREMENT

8.1.1 General

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

8.1.2 Health Surveillance

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

8.1.3 Incident Reporting, Investigation, Corrective & Preventative Action

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

8.1.4 Workplace Inspections

Inspections of all workplaces are required twice a year at Monash University. The [Workplace Inspection program](#) provides the procedure for workplace inspections, inspection reference sheets and recording sheets. The completion of inspections is recorded by the academic/administrative unit, by OHSE and reported to zone OHS&E committees. Compiled data from across the university is provided to the OHSPC as a performance indicator. Completion of actions required following inspections is notified by return of the completed inspection worksheet to the Safety Officer of each academic/administrative unit.

8.1.5 Performance of the Monash University OHSMS

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

- WorkCover claims expressed per 100 FTE staff
- [Positive performance indicators](#):
 - Number of zone OHSE meetings per year
 - Number of building evacuations per year
 - Number of workplace inspections per year
 - Number of staff attending OHS training
 - Number of new staff inducted

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

8.1.5.2 Internal & external university reviews are conducted regularly, including

- Quality reviews
- Compliance audit
- Quarterly compliance reports to Audit & Risk Management and Audit Committee of Council
- Weekly OHSE staff meetings
- OHSE planning meetings

8.2 RECORDS & RECORDS MANAGEMENT

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

8.3 OHSMS AUDIT

8.3.1 Monash University has a comprehensive program of audits covering elements of the OHSMS at university and academic/administrative/controlled entity level to evaluate the effectiveness of the OHSMS. The audit process, auditor competencies, audit program and audit procedure are documented in [OHS audits at Monash University](#). A [Monash University OHS audit program](#) is developed each year and displayed on the web to provide all areas with details of programmed audits.

8.3.2 **The audit program includes:**

8.3.2.1 [OHS self audits](#)

Compliance officers of each academic/administrative unit/controlled entity are provided with an OHS self audit tool to complete annually.

8.3.2.2 [Internal audits](#)

Approximately 8 - 10 academic/administrative units/controlled entities from both faculty areas and non-faculty areas are audited annually against the self audit tool.

8.3.2.3 [External audits](#)

Approximately 5 academic/administrative units/controlled entities from both faculty areas and non-faculty areas are audited annually against the self audit tool by external consultants to provide a quality check for the internal audit procedures.

8.3.3 The [Monash University OHS audit program](#) is available at the OHSE web site. The schedule is risk based and is subject to modification following incident, the introduction of new processes, intervention by the regulatory authorities or legislative change.

9. MANAGEMENT REVIEW

9.1 OHSE and the OHS Policy Committee conduct reviews of the Monash University's OHS Management System at quarterly meetings and at an annual review meeting of the OHSPC. The purpose of the review is to ensure that the system continues to be an effective means of satisfying Monash University's OHS Policy commitments and stated objectives.

- 9.2** The membership of the OHSPC is made up of senior university management, staff and student representatives from different campuses and areas of the university ensuring that the concerns of internal stakeholders are considered in reviews. External stakeholders are also considered in the form of consolidated reports of WorkSafe entry reports.
- 9.3** The review of the Monash University OHS management system includes review of:
- OHS performance indicators;
 - OHS policy documentation;
 - OHS&E at Monash, A Strategic Approach 2004 – 2006;
 - Occupational Health & Safety Plan;
 - OHS risk and legal compliance register;
 - A consolidated report of WorkSafe entry reports
 - Results of audits;
 - Management reviews, and
 - Changes in operations (activities and structure).
- 9.4** The minutes of the quarterly meetings and the special review an annual review meeting are displayed at the OHSE web site.

10. REFERENCES

AS/NZS 4801 Occupational Health & Safety Management Systems – specifications with guidance for use.
Occupational Health Safety & Environment at Monash. A Strategic Approach 2004 – 2006