

OHS PERFORMANCE AND DEVELOPMENT PROCEDURE

SCOPE

This procedure relates to all performance and development related activities under the management and control of Monash University in Australia and applies to affected workers.

PROCEDURE STATEMENT

This procedure directly supports the implementation of the Monash Occupational Health, Safety & Wellbeing Policy and sets out the requirements for:

- The formal documentation and monitoring of Occupational Health and Safety (OHS) responsibilities, accountabilities and obligations of managers and supervisors, both academic and professional;
- The monitoring and appropriate recognition of the roles of Safety personnel; and
- The inclusion of annual OHS performance or development goals for all workers.

1. Abbreviations

OH&S	Monash Occupational Health & Safety
OHS	Occupational Health and Safety
PD	Performance Development

2. Inclusion of OHS into Performance Development Process

OHS must be formally documented in the performance development process (myPlan) and can be included either as annual work and/or development goals.

Relevant OHS responsibilities to be discussed and documented in the performance development process may include and are not limited to:

2.1 Supervisors and Managers

- Complete all OHS training in accordance with the [OHS Training Requirements Matrix](#);
- Ensure that their workers have completed all OHS training in accordance with the [OHS Training Requirements Matrix](#);
- Promote OHS awareness across the work area and ensure adequate resources are made available for OHS programs and initiatives;
- Encourage participation in [Monash Wellbeing initiatives](#);
- Monitor and review OHS key performance indicators for the work area;
- Ensure OHS performance is included in worker performance feedback;
- Ensure the work unit has a full complement of safety personnel (e.g. Safety Officers, First Aiders, Emergency Wardens);
- Ensure that OHS is regularly included in all worker and management meetings; and
- Ensure that risks associated with activities under their supervision are appropriately controlled.

2.2 Safety Officers

- Complete all OHS training in accordance with the [OHS Training Requirements Matrix](#);
- Monitor OHS training compliance within their area;
- Assist in the management of OHS hazards and risks within the local area;
- Promote OHS awareness to enhance safety culture across the work area;
- Advise workers & students of upcoming local OHS Committee meetings, inviting them to raise issues and ensure the distribution of meeting minutes;
- Assist with the implementation of strategic OH&S objectives;
- Participate in relevant University organised OHS events e.g. Safety Officer Network meetings, working groups and forums; and
- Attend relevant external OHS events.

2.3 Emergency Wardens, First Aiders and First Aid Coordinators

- Complete all OHS training in accordance with the OHS Training Requirements Matrix;
- Are encouraged to attend University level networking events and information sessions e.g. webinars; and
- Utilise Workplace and other communication tools to network and share ideas.

2.4 Other Specialty Officers (e.g. Biosafety, Radiation and Laser Safety Officers)

- Complete all OHS training in accordance with the OHS Training Requirements Matrix;
- Are encouraged to attend University level networking events and information sessions; and
- Utilise Workplace and other communication tools to network and share ideas.

2.5 All Workers

- Complete all OHS training in accordance with the OHS Training Requirements Matrix;
- Are encouraged to participate in local OHS initiatives, e.g. Safety Day, Global Walk Run, RUOK Day;
- Participate in an OHS related training as directed by the relevant Performance Manager;
- Report OHS hazards, near misses and incidents;
- Actively participate in:
 - The review of local OHS documentation;
 - The development of OHS risk assessments and/or safe work instructions;
 - Emergency evacuation drills; and
- Participate in workplace inspections, where agreed upon.

3. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](#). A summary of responsibilities with respect to this procedure is provided below.

Performance Supervisors:

- Ensure that the requirements set out in the Monash HR procedures below are met:
 - [Staff Development procedure – Performance development process: Academic staff](#)
 - [Staff Development procedure – Performance development process: Professional staff](#)

Managers and Supervisors:

- Liaise with Monash HR for including key responsibilities and selection criteria in Position Descriptions for remunerated safety roles (includes fractional appointments); and
- Ensure that OHS performance is included and monitored in worker performance discussions via the performance development process.
- Ensure that OHS training requirements are identified using the [Training Needs Analysis Checklist](#) in accordance with the [OHS Induction and Training Procedure](#) and recorded in myPlan.

Monash HR:

- Provide advice to managers and supervisors for the inclusion of OHS into position descriptions;
- Ensure that the 'Legal compliance' section of the position description includes reference to the [OHS Roles, Responsibilities and Committees Procedure](#); and
- Ensure that the Performance Development Process training programs include information on the requirement for OHS training relevant to the worker's role to be identified using the [Training Needs Analysis Checklist](#) and recorded in myPlan in accordance with the [OHS Induction and Training Procedure](#).

Monash Occupational Health & Safety (OH&S):

- Provide advice to managers and supervisors on suitable OHS performance development goals for workers.

4. Tools

4.1 The following tools are associated with this procedure:

- [OHS Training Requirements Matrix](#)
- [Training Needs Analysis Checklist](#)

5. Records

Performance development records are retained in accordance with the:

[Staff Development procedure – Performance development process: Academic staff](#)

[Staff Development procedure – Performance development process: Professional staff](#)

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

Key word	Definition
Performance Supervisor	The person who is responsible for managing the performance of a worker.
Performance Development Process	Planning, review and reporting process to support workers and supervisors to manage the performance development in a timely and consistent way.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	Monash University OHS documents OHS Roles, Responsibilities and Committees Procedure OHS Induction and Training Procedure
Supporting schedules	N/A
Associated procedures	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems
Related Legislation	Occupational Health and Safety Act 2004 (Vic)
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 11 July 2022
Endorsement	Monash University OHS Committee 9 June 2022
Procedure owner	Health, Safety and Wellbeing Manager
Date effective	14 July 2022
Review date	14 July 2025
Version	2.3
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
3	July 2010	Guidelines for the inclusion of OHS roles & responsibilities into position descriptions, engagement profiles and performance management documentation at Monash University, v.3
3.1	July 2015	Updated hyperlinks throughout to new OH&S website.
1	May 2016	OHS Performance Management Procedure, v1 1. Updated Purpose, Scope and Specific Responsibilities sections to reflect the intent of the revised document 2. Deleted sections that referred to Position Descriptions and Engagement profiles, as this is no longer relevant to the Purpose. Updated section 5 to provide relevant examples for the inclusion of OHS in the Performance Development process
1.1	July 2016	OHS Performance and Development Procedure Removed the abbreviation PD for position description as PD is defined as Performance Development.
1.2	August 2017	Updated logos in header
2.0	July 2019	1. Updated terminology to align with HR Procedures.

		<ol style="list-style-type: none"> Added Performance Supervisor to definitions and responsibility sections. Updated Section 2 Inclusion of OHS into Performance Development Process to include aspirational goals for myPlan and removed standard role requirements. Updated Scope to reflect that only Australian campuses are covered by the certification to OHS AS 18001 and AS 4801.
2.1	April 2021	<ol style="list-style-type: none"> Updated wording in Scope to align with ISO 45001.
2.2	July 2021	<ol style="list-style-type: none"> Updated certification logo in footer to ISO 45001 Updated the Standard to ISO 45001 under “Associated procedures” in the Governance table Updated OHS Policy under ‘Parent Policy’ to OHS&W Policy
2.3	July 2022	<ol style="list-style-type: none"> Added “Tools” section Added reference to the OHS Training Requirements Matrix throughout the procedure Added reference to the OHS Training Needs Analysis Checklist (Sec. 3 & 4) Updated OHS activities that workers can participate in Aligned terminology with Roles, Responsibilities and Committees Procedure