

Monash University Procedure

Procedure Title	OHS Performance and Development Procedure
Parent Policy	OHS Policy
Date Effective	June 2019
Review Date	June 2022
Procedure Owner	Manager, OH&S
Category	Operational
Version Number	2.0
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Scope	<p>This procedure applies to all academic and professional staff who are required to participate in the performance development process at Monash University.</p> <p>Australian campuses only are covered by the certification to OHS AS 18001 and AS 4801.</p>
Purpose	<p>This procedure directly supports the implementation of the Monash OHS policy and sets out the requirements for:</p> <ul style="list-style-type: none"> • 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 an annual OHS work or development goal for all staff.

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1. Abbreviations

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

2. Definitions

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

Performance Supervisor: The person who is responsible for managing the performance of a staff member.

Performance Development Process: Planning, review and reporting process to support staff and supervisors manage the performance development in a timely and consistent way.

3. 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 in the performance development process and documented, may include and are not limited to:

3.1. Supervisors and Managers

- Ensure OHS training requirements are met;
- 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 staff performance feedback;
- Ensure the work unit has a full complement of safety personnel;
- Ensure that OHS is regularly included in all staff and management meetings, and;
- Ensure that risks associated with activities under their supervision are appropriately controlled.

3.2. All Staff

- Participate in local OHS initiatives, e.g. Safety Day, Global Walk Run, RUOK Day;
- Participate in an OHS related training course, e.g. Ergonomic Principles (online), SafeTalk, First Aid training;
- 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;
and
- Assist with bi-annual workplace inspections.

3.3. Safety Officers

- Ensure OHS training requirements are met;
- 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 staff & students of upcoming OHS meetings, inviting them to raise issues and ensure the distribution of meeting minutes;
- Assist with the implementation of strategic OH&S objectives;
- Participate in University level Safety Officer Network events, working groups and forums; and
- Attend the biennial OHS Conference

3.4. Emergency Wardens, First Aiders and First Aid Coordinators

- Ensure OHS training requirements are met;
- Attend University level networking events and information sessions;
- Utilise Workplace and other communication tools to network and share ideas; and
- Attend the biennial OHS Conference.

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

- Ensure OHS training requirements are met;
- Attend University level networking events and information sessions;
- Utilise Workplace and other communication tools to network and share ideas; and
- Attend the biennial OHS Conference.

4. 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 staff performance discussions via the performance development process.

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 Scheme training programs include information on OHS goals and training requirements.

Monash Occupational Health & Safety (OH&S): Provide advice to managers and supervisors on suitable OHS performance development goals for staff.

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](#)

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	Legislation Occupational Health and Safety Act 2004 (Vic)
Related Policies	OHS Policy
Related Documents	Australian and International Standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems OHSAS 18001:2007 Occupational Health and Safety Management Systems – Requirements Monash OHS documents OHS Roles, Responsibilities and Committees Procedure OHS Induction and Training Procedure

6. Document History

Version	Date of Issue	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 <ol style="list-style-type: none"> Updated Purpose, Scope and Specific Responsibilities sections to reflect the intent of the revised document Deleted sections that referred to Position Descriptions and Engagement profiles, as this is no longer relevant to the Purpose. Updated section 6 to provide relevant examples for the inclusion of OHS in the Performance Development process
1.1	July 2016	OHS Performance and Development Procedure <ol style="list-style-type: none"> Removed the abbreviation PD for position description as PD is defined as Performance Development.
1.2	August 2017	<ol style="list-style-type: none"> Updated logos in header
2.0	June 2019	<ol style="list-style-type: none"> Updated terminology to align with HR Procedures. Added Performance Supervisor to definitions and responsibility sections. Updated Section 3 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.