

HSW ROLES AND RESPONSIBILITIES STANDARD

SCOPE

This Standard applies to all staff, students, contractors and visitors who are participating in, or are affected by Monash University (Monash) related activities.

For the purpose of this Standard, references to 'the University' include activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, Monash University Prato, Monash College Pty Ltd and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

This Standard sets out Health Safety and Wellbeing (HSW) roles and responsibilities at various functions and levels within Monash. It ensures that the requirements of the relevant governing OHS legislation, Standards and the Monash's Health Safety and Wellbeing Policy are met.

1. HSW Responsibilities

The responsibility for fostering a healthy, safe and supportive environment at Monash is shared between management, staff, students, contractors and visitors. We all have a part to play in making Monash a safe and healthy place for work and study.

All staff, students, contractors and visitors must participate in and facilitate active participation in these matters.

Health and Safety Committees at Monash (including MUOHSC in Australia, OHSWC in Malaysia, and MCOHSC at Monash College) advise Monash on HSW matters to ensure a coordinated approach to the management of health, safety and wellbeing.

1.1 All Persons

All staff, students, contractors and visitors at Monash have a responsibility to ensure they:

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of other persons who may be affected;
- Follow all instructions with regard to HSW, including complying with Monash HSW requirements; and
- Report hazards and incidents in a timely manner, and speak up on HSW concerns.

1.2 Management

The term Management for the purposes of this Standard includes roles such as: Operational Managers/Supervisors, Senior Leadership Team(s), Extended Leadership Team(s) (Australia) or Head of School/Portfolio/Unit (Malaysia).

Management are ultimately accountable for the HSW outcomes within their areas of control. As such, and in addition to their responsibilities in line with all persons, Management must also ensure that they comply with all relevant requirements of the Health, Safety & Wellbeing Management System (HSWMS), by ensuring:

- HSW strategic objectives for their area are aligned with Monash's [Health Safety and Wellbeing Objectives](#) and that these are communicated to all relevant stakeholders.
- HSW risks that arise from any Monash related activities under their management control have been identified, evaluated, and controlled in accordance with the [HSW Risk Management Standard](#) and [Management of HSW Actions Standard](#);
- Risks that arise as a result of any space under their management control have been identified, evaluated, controlled in accordance with the [HSW Management of Work Areas Standard](#);
- So far as is reasonably practicable, a working environment that is safe and without risks to health is provided and maintained (**Note:** 'health' includes psychological health);
- Hazards and incidents are reported in a timely manner, in accordance with the [Managing HSW Hazards and Incidents Standard](#);

- HSW performance in the workplace is monitored in accordance with the [HSW Assurance, Evaluation and Compliance Standard](#);
- All persons are consulted on health and safety matters in accordance with the [HSW Engagement Standard](#);
- Effective communication in relation to health and safety matters is provided in accordance with the [HSW Engagement Standard](#);
- Relevant HSW related records are kept; and
- Adequate inductions and training are provided, in accordance with the [HSW Induction and Training Standard](#).

The completion of tasks relevant to ensuring HSW may be delegated to a suitably resourced, qualified and competent team member e.g. Safety Officers, HSW Committee Chairs, First aiders, Emergency Wardens, or other HSW Network roles. However, the accountability for their successful completion including adequate resourcing and training remains with Management.

1.3 Health Safety & Wellbeing (Australia) or OHSE Teams (Malaysia)

The HSW or OHSE Teams support Monash in the implementation of the Health, Safety & Wellbeing Management System (HSWMS) including:

- Provision of expertise in HSW or OHSE matters;
- Support in appropriate management of risks to health and safety, including methodology for hazard identification, risk assessment, monitoring and continuous improvement;
- Development and maintenance of policy, procedures, guidance, programs, initiatives; and
- Delivery of HSW training, incident investigations and sharing lessons learned.

1.4 Vice-Chancellor (Australia) or Pro-Vice-Chancellor (PVC) (Malaysia)

The Vice-Chancellor or PVC is ultimately accountable for the provision of a healthy and safe working environment for all Monash related activities and is the designated legal authority. The Vice-Chancellor or PVC must ensure that:

- 1.4.1 The Monash University OHS Committee (MUOHSC) is chaired by an appropriate nominee; and
- 1.4.2 They have signed off on a current HSW Policy, endorsed by MUOHSC/OHSWC, that identifies the overarching HSW Objectives of the HSWMS including commitment from senior management; and systems and resources required.

2. Protection

All staff, prospective staff and others must be allowed to perform legitimate safety-related functions or activities and to raise health and safety issues or concerns without fear of reprisal, including dismissal, discrimination, being subjected to bullying or harassment or treating a worker less favourably.

3. Consultation

All persons must be consulted, so far as is reasonably practicable, if they are, or are likely to be, directly affected by health and safety matters, including when:

- Identifying, assessing, and making decisions on controlling hazards or risks;
- Making decisions about welfare facilities;
- Deciding on procedures to resolve health and safety issues, or providing information and training;
- Deciding the membership of any health and safety committee in the workplace; and
- Proposing changes that may affect workers' health or safety.

Management must respond to all person's' concerns and questions before any final decision is made. Refer to the [HSW Engagement Standard](#) for additional information.

4. Delegation

Managers or Supervisors may choose to delegate specific HSW tasks or responsibilities to persons under their management control. Tasks should only be delegated to a suitably resourced, qualified and competent team member e.g. Safety Officers, HSW Committee Chairs, First aiders, Emergency Wardens, or other [HSW Network](#) roles.

Managers or Supervisors may transfer HSW responsibility to another suitably skilled and resourced person e.g. Staff member or Student. However, the Managers or Supervisors who have chosen to delegate HSW tasks, remain accountable for the provision of a healthy and safe working environment that is under their management control.

5. HSW Network Roles

There are many HSW roles available across Monash, several of which may be volunteer, or requiring only a small commitment of time, or ad-hoc. Each role provides additional resourcing and support to our Monash community, as well as the opportunity to empower our people to lead health, safety and wellbeing across Monash, by upskilling and training personnel in areas that are complementary to their core work.

Examples of roles within our Monash HSW Network are:

- HSW Committee Chairpersons
- Safety Officers
- Health & Safety Representatives (HSRs)
- Building Wardens and Deputy Building Wardens
- Floor Wardens
- Wellbeing Champions
- Radiation Safety Officer
- Laser Safety Officer
- Biosafety Officer
- First Aid Coordinators and First Aiders
- Defibrillator Coordinators

Contractors, staff, supervisors and senior management are also responsible for maintaining a high HSW standard in order to protect their own health and safety and that of others.

For more details on the specifics of these roles please visit our [HSW Network website](#).

6. Health & Safety Representatives

A Health & Safety Representative (HSRs) or Deputy HSR is an employee representative who is elected by the members of a Designated Work Group (DWG) to represent their health and safety interests. Information on DWGs and HSRs is available on the [HSW webpage](#).

7. High-risk Works

Buildings and Property must ensure that there is a process in place to ensure the relevant [permits](#) or approvals are sought for high risk work from the following Authorised Persons.

- **Radiation Protection Officer**

The Radiation Protection Officer ensures compliance with legislated Ionising Radiation obligations as described by the [Using Ionising Radiation Standard](#).

- **Chief Remote Pilot (Australia)**

The Chief Pilot ensures compliance with legislated remotely piloted aircraft obligations as described by the [Drone Safety Management Standard](#).

- **Permits Officer**

The Permits Officer ensures compliance with obligations as described by the:

- [Confined Space Risk Management Standard](#)
- [Earthworks Risk Management Standard](#)
- [Hot Works Risk Management Standard](#)
- [Working from Heights Risk Management Standard](#)

8. Records

For HSW Records document retention please refer to the University's: [Information Governance and Recordkeeping Procedure](#)

9. Abbreviations and definitions

HSW	Health Safety & Wellbeing Team led by the Director Health, Safety & Wellbeing (Australia)
MUOHSC	Monash University Occupational Health and Safety Committee
MCOHSC	Monash College Occupational Health and Safety Committee
OHSE	Occupational Health Safety and Environment (Malaysia)
OHSWC	Occupational Health Safety and Wellbeing Committee (Malaysia)

Key word	Definition
All persons	These include: ● Staff - A person employed under a contract of employment who is actively participating in Monash University related activities (e.g. employee, fixed term, tenured, casual). ● Student - A person engaged through a student contract who is actively participating in Monash University related activities (e.g. undergraduate, postgraduate). ● Contractor - A person from another organisation engaged through a service contract who is actively participating in Monash University related activities and for whom Monash University is not their sole source of work (e.g. tradesperson, temporary staff, consultant). ● Visitors - A person not employed or enrolled with Monash, who is actively participating in Monash University related activities at no cost or on mutually agreed terms.
Management	The term Management for the purposes of this Standard includes roles such as: Operational Managers/Supervisors, Senior Leadership Team(s), Extended Leadership Team(s) (Australia) or School/ Unit Senior Manager(s) (Malaysia). Management are ultimately accountable for the HSW outcomes within their areas of control.
Health, Safety and Wellbeing Leaders	At Monash we empower all of our people to lead Health Safety & Wellbeing. Anyone can be a HSW Leader, this does not relate to direct authority via position description.
Delegation	To entrust a task or responsibility to another person.
Transfer	The process whereby another party partially or totally accepts a task or responsibility from another person.
Management Control	The capacity for a Manager or Supervisor to instruct a person on the methodology with which to perform work within a work area under their management and control.

GOVERNANCE

Parent policy	HSW Policy
Supporting schedules	N/A
Associated documents	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems

	AS 3745:2010 Planning for Emergencies in Facilities
Related legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Occupational Health and Safety and Other Legislation Amendment Act 2021 Occupational Safety and Health Act 1994 (Malaysia) Fire Service Act 1988 (Malaysia)
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1.0	2026	Administrative changes due to: - Conversion of Procedure to a HSW Standard - Transition Procedure out of University Policy Bank on to HSW website