# OHS MONITORING, MEASUREMENT & REGULATORY APPROVALS REGISTER

August 2017

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>RESPONSIBILITY</th>
<th>RELEVANT LEGISLATION</th>
<th>REFERENCE DOCUMENT</th>
<th>FREQUENCY</th>
<th>DOCUMENT RETAINMENT PERIOD</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
</table>
| Asbestos Register | Buildings and Property Division | • OHS Act 2004  
• OHS Regulations 2017 | OHS Asbestos Management Procedure and OHS Records Management Procedure | 5 yearly | Indefinitely | Contact OH&S for guidance |
| Confined Space Register | Buildings and Property Division | • OHS Act 2004  
• OHS Regulations 2017 | OHS Records Management Procedure | 5 yearly | Indefinitely | |
| Cooling Towers registration, test, inspection and maintenance records | Buildings and Property Division, OH&S Unit | • Health (Legionella) Regulations 2001  
• Building Act 1993  
• Building (Legionella) Risk Management Regulations 2001  
• Compliance Code for managing asbestos in workplaces 2008 | Cooling Tower Management Information Sheet | Monthly audits | 7 years | |
| Essential Services emergency equipment - Fire protection systems and equipment | Buildings and Property Division | • Building Code of Australia  
• AS 1851: 2012 Maintenance of Fire Protection Systems and equipment  
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| Incident Register | OH&S Unit | • Accident Compensation Act 1985  
• Dangerous Goods Act 1985  
• Environment Protection Act 1970  
• Equipment (Public Safety) (Incident Notification) Regulations 1997  
• OHS Act 2004  
• OHS Regulations 2017 | Hazard and Incident Reporting, Investigation and recording procedure  
Hazard and Incident reporting information on OHS website | Continually | Indefinitely | All incidents/ hazards and near misses are to be reported to OH&S as per the Hazard and Incident Reporting, Investigation and recording procedure |
| Fume cupboard inspection and testing | Buildings and Property Division | • As per AS 2243.8: 2014 Laboratory Safety section 5.5 and Appendix E | Use of local exhaust ventilation systems: Fume cupboards | Biannual | 5 years | Only NATA certified contractors to conduct this work |
| Update Monash University Plant Register (List of registered plant) | Buildings and Property Division | • OHS Act 2004  
• OHS Regulations 2017 | WorkSafe advice | Annual | 10 years after plant is disposed of or decommissioned |
| Biosafety Cabinet testing and inspection | Academic and Administrative Units | • OHS Act 2004  
• AS/NZS 2243.3: 2010 Microbiological Safety and Containment, Section 10.7 | Using Biologicals and animals procedure  
Biosafety information | Annual, before use, after any modification or relocation. | 5 years | Only NATA certified contractors to conduct this work |
| Safety Shower and Eye wash facility testing | Buildings and Property Division & Academic and Administrative Units | • OHS Act 2004  
• OHS Regulations 2017  
• AS 4775: 2007 Emergency eyewash and shower equipment | Service/Inspection - Annual  
Local area - Test weekly or as necessary based on risk assessment | Various | 5 years |
| Fall arrest systems – inspection | Buildings and Property Division | • OHS Regulations 2017  
• As per AS 1891.4: 2009 Industrial fall-arrest systems and devices Selection, use and maintenance, Section 9 | Working at heights information | Various | 5 years |
| Machinery - testing of controls, interlocks and guarding including emergency stops. | Academic and Administrative Units | • OHS Act 2004  
• As per AS 4024.1: 2014 Safety of Machinery | Guarding of machinery and equipment | Dependent upon risk assessment | 10 years after plant is disposed of or decommissioned |
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</table>
| Electrical appliances RCD’s Safety Inspections Electrical safety certificates Standby power systems | Buildings and Property Division | • Electrical Safety Act 1998  
• Electrical Safety (Equipment) Regulations 1999  
• Electrical Safety Management Regulations 2009  
• Electrical Safety Installation Regulations, 2009  
• AS 3009: 1998 Electric installations - Emergency power supplies in hospitals | OHS Information sheet: Electrical safety | Various | 10 years after life of equipment |  |
| Portable electrical equipment – inspection, testing and tagging | Buildings and Property Division  
Academic and Administrative Units | • Electrical Safety Act 1998  
• Electrical Safety (Equipment) Regulations 1999  
• Electrical Safety Management Regulations 2009  
• Electrical Safety Installation Regulations, 2009  
• AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment | Portable electrical equipment | Various | Life of equipment | Electrical safety information sheet |
| Noise Assessment | OH& S Unit | • OHS Regulations 2017 | Occupational Noise Exposure and control | Five years | Indefinitely | All areas identified as high risk by noise survey |
| Permit to work systems | Buildings and Property Division | • OHS Regulations 2017 | Refer to Work permits information  
Contractor Management at Monash University | Each job | 5 years | All jobs involving excavation, confined space, hot work, roof access, working at heights require the issuing of work permits by a suitably qualified person |
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<tbody>
<tr>
<td>Poisons License renewal</td>
<td>Academic and Administrative Units</td>
<td>• Poisons and Controlled Substances Act 1981</td>
<td>Using Chemicals Procedure</td>
<td>Annual</td>
<td>indefinitely</td>
<td></td>
</tr>
<tr>
<td>Carcinogens License renewal, safe work instruction, usage records &amp; register, notification and exit statements.</td>
<td>Academic and Administrative Units</td>
<td>• OHS Act 2004</td>
<td>Using Chemicals Procedure</td>
<td>Annual</td>
<td>50 years</td>
<td>Relevant to laboratories and workshops.</td>
</tr>
<tr>
<td>Dangerous Goods Manifest Review</td>
<td>Buildings and Property Division - OH&amp;S Unit</td>
<td>• Dangerous Goods Act 1985</td>
<td>Using Chemicals Procedure</td>
<td>Annual</td>
<td>5 years</td>
<td>Academic and Administrative Units to place DG information on ChemWatch database so Manifest can be generated.</td>
</tr>
<tr>
<td>Chemical Register - Local area - Dangerous Goods and Hazardous Substances</td>
<td>Academic and Administrative Units</td>
<td>• Dangerous Goods Act 1985</td>
<td>Using Chemicals Procedure</td>
<td>Annual</td>
<td>5 years</td>
<td>Note: Inventories may be maintained on the University Chemical database-ChemWatch. Refer to Using Chemicals Procedure and OH&amp;S website.</td>
</tr>
<tr>
<td>Material safety data sheets (MSDS): Updating of chemical information sheets</td>
<td>Academic and Administrative Units</td>
<td>• Dangerous Goods Act 1985</td>
<td>Using Chemicals Procedure</td>
<td>5 years</td>
<td>5 years</td>
<td>SDSs are accessible on ChemWatch database. Manufacturer SDS may also be obtained directly from the supplier or manufacturer of the chemical.</td>
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</table>
| Completion of Self-Audit Questionnaire | Academic and Administrative Units | • OHS Act 2004  
• OHSAS 18001: 2007 Occupational Health and Safety Management Systems - Requirements  
• AS 4801: 2001 Occupational health and safety management systems - Specification with guidance for use | OHS Audit Procedure                     | Annual    | 5 years                   |            |
| OHS Audits                      | OH&S Unit      | • OHS Act 2004  
• OHSAS 18001: 2007 Occupational Health and Safety Management Systems - Requirements  
• AS 4801: 2001 Occupational health and safety management systems - Specification with guidance for use | OHS Audit Procedure                     | Annual    | 10 years                  |            |
| OHS Workplace inspections       | Academic and Administrative Units | • OHS Act 2004  
• OHSAS 18001: 2007 Occupational Health and Safety Management Systems - Requirements  
• AS 4801: 2001 Occupational health and safety management systems - Specification with guidance for use | OHS Audit Procedure  
Workplace inspection program           | Biannual | 10 years                   | Applies to all areas- offices, workshops, laboratories, teaching spaces, residences, grounds, facilities and amenities. |
| Radiation Management license renewal | OH&S Unit, Radiation Protection Officer | • Radiation Act 2005  
• Radiation Regulations 2007 | Using Ionising Radiation Procedure     | Annual    | indefinitely              |            |
| Registration of ionising sources with the Department of Health | Academic and Administrative Units | • Radiation Act 2005  
• Radiation Regulations 2007 | Using Ionising Radiation Procedure     | Prior to purchasing of ionising source. | 10 years after disposal of ionising source | Contact the University Radiation Protection Officer for guidance |
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</table>
| Radiation Management plan review  | OH&S Unit, Radiation Protection Officer Occupational Health and Safety Radiation Advisory Sub committee | • Radiation Act 2005  
• Radiation Regulations 2007                                                        | Using Ionising Radiation Procedure                                                | 3 yearly or as required.                   | 3 yearly                    |                                                             |
| Radiation – Personal monitoring of users. Dosimetry | OH&S Unit, Radiation Protection Officer | • Radiation Act 2005  
• Radiation Regulations 2007                                                        | Using Ionising Radiation Procedure  
Ionising radiation thermoluminescent dosimetry procedures.           | 12 weeks                         | Indefinitely                | Refer to OHS information          |
| Electromagnetic Radiation Register (ionising and non ionising radiation) | Academic and Administrative Units | • Radiation Act 2005  
• Radiation Regulations 2007                                                        | Using Ionising Radiation Procedure                                                | Annual                           | Indefinitely                | Contact the University Radiation Protection Officer for guidance |
| Nuclear Non Proliferation license and register renewal | Radiation Protection Officer, OH&S | • Nuclear Non Proliferation (Safeguards) Act 1987 & Regulations 1987               | Using Ionising Radiation Procedure  
Uranium compounds, OHS Information Sheet                             | Annual                           | Indefinitely                | Contact the University Radiation Protection Officer for guidance |
| OGTR certification of Facilities  | Monash University Biosafety committee/ Research Office. | • Gene Technology Act 2000  
• Gene Technology Regulations 2001                                                                 | Research activities involving genetically modified organisms procedures.         | Annual                           | For duration of validity of certificates. | Consult with the Research Office. |
| Quarantine Approved premises license renewal | Monash University Biosafety committee/ Research Office. | • Quarantine Act 1908  
• Quarantine Regulations 2000                                                        | Using Biologicals and animals Procedure                                           | Annual                           | For duration of validity of certificates. | Consult with the Research Office. |
| Audiometric testing              | OH&S Unit – OHS Health Team                          | • OHS Regulations 2017  
• OHS (Noise) Regulations 2004                                                      | Health Surveillance Procedure                                                     | 2 years                          | 50 years                    | Testing for hearing loss for individuals in identified areas. |
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<tr>
<td>Health surveillance monitoring</td>
<td>OH&amp;S Unit – OH&amp;S Health Team</td>
<td>• OHS Act 2004 s.22(1)(a)</td>
<td>Health Surveillance Procedure</td>
<td>Annual</td>
<td>30 years</td>
<td>This includes spirometry, specialised blood tests, pre-placement health assessments.</td>
</tr>
<tr>
<td>First Aid Kit Inspection</td>
<td>Academic and Administrative Units First Aid Coordinator</td>
<td>• OHS Act 2004</td>
<td>First Aid Procedure</td>
<td>Biannual</td>
<td>5 years</td>
<td>Additional information</td>
</tr>
<tr>
<td>Defibrillator</td>
<td>Academic and Administrative Units Defibrillator Coordinator</td>
<td>• OHS Act 2004 • Health Act 1958 • Health (Infectious diseases) Regulations 2001</td>
<td>First Aid Procedure</td>
<td>Various – refer to procedure.</td>
<td>5 years</td>
<td>Additional information</td>
</tr>
<tr>
<td>OHS Training Register</td>
<td>Staff Development Unit</td>
<td>• OHS Act 2004 • OHS Regulations 2017</td>
<td>OHS Induction and Training Procedure</td>
<td>Annual</td>
<td>7 years</td>
<td>The register is maintained in myDevelopment</td>
</tr>
<tr>
<td>Training and induction records</td>
<td>Academic and Administrative Units</td>
<td>• OHS Act 2004 • OHS Regulations 2017 • Dangerous Goods Act 1985 • Gene Technology Act 2000 • Gene Technology Regulations 2001</td>
<td>OHS Induction and Training Procedure</td>
<td>Annual</td>
<td>7 years or for as long as the staff member is employed</td>
<td>Refer to OHS training guide for training requirements</td>
</tr>
<tr>
<td>Cranes, Hoists &amp; winches, forklift trucks - Inspection &amp;/service</td>
<td>Buildings and Property Division &amp; Academic and Administrative Units</td>
<td>• OHS Act 2004 • OHS Regulations 2017 • AS1418, AS2350 AS2359 Forklift standards</td>
<td>Forklift safety procedure</td>
<td>Various Forklift-biannual</td>
<td>10 years after plant or equipment is disposed of</td>
<td>License required performing high risk work</td>
</tr>
</tbody>
</table>