

## Monash University Procedure

<b>Procedure Title</b>	OHS Roles, Responsibilities and Committees Procedure
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<b>Scope</b>	This procedure applies to staff, students, visitors and contractors of Monash University at Australian Campuses.
<b>Purpose</b>	This procedure sets out the Occupational Health and Safety structure, roles and responsibilities at each function and level within the University. It ensures that the requirements of Victorian OHS legislation and relevant Australian standards and the Monash University Occupational Health and Safety Policy are met.

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## 1. Abbreviations

DWG	Designated Work Group
MUOHSC	Monash Occupational Health & Safety Committee
OGTR	Office of the Gene Technology Regulator
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health and Safety
PIN	Provisional Improvement Notice
RPO	Radiation Protection Officer
SARAH	Safety and Risk Analysis Hub

## 2. Definitions

A comprehensive list of definitions is provided in the [Definitions tool](#).

## 3. OHS Responsibilities

### 3.1 Vice Chancellor

The Vice Chancellor (VC) is the designated legal authority, and is accountable for safety matters at Monash University. However the VC may choose to delegate responsibility for specific matters.

### 3.2 Senior Executive, Deans and Directors of Administrative Divisions

Members of the senior executive, deans and directors of administrative divisions are responsible for ensuring that:

- Staff with supervisory or management responsibilities are held accountable for the management of OHS in areas under their control;
- A risk based approach is adopted for the management of OHS;
- Sufficient budgetary provision is made for OHS programmes and initiatives;
- OHS is included on the agenda of faculty/divisional and senior management meetings at regular intervals;
- Faculty/divisional OHS committees are chaired by either a Dean, Director or their direct delegate; and
- OHS performance is monitored and periodically reviewed.

### 3.3 Heads of Academic/Administrative units

3.3.1 Heads of academic/administrative units are responsible for managing OHS in areas under their control to ensure, so far as reasonably practicable, a healthy and safe environment for staff, students, visitors and contractors.

3.3.2 These responsibilities include:

- Identifying, monitoring and communicating OHS legislative requirements within their unit;
- Leading by example in relation to OHS standards and the promotion of OHS awareness by ensuring that:
- The risks associated with the activities of the unit are identified and managed effectively;
- Sufficient resources are allocated for OHS matters;

- Local standards and practices comply with legislative requirements and University procedures and guidelines;
- OHS is discussed regularly at meetings.
- Provision of a local OHS management structure and organisation, including:
  - Appointment of appropriate safety personnel, (e.g Safety Officer, emergency wardens, Biosafety Officer, Radiation Safety Officer, First Aid Coordinator, First Aiders, Ergonomic and Wellbeing Champions);
  - Chairing the local OHS committee or delegating the role to a senior staff member with an appropriate level of authority
  - Ensuring that staff, safety personnel and students undertake recommended OHS training;
  - Implementation of University and local OHS policies, procedures and plans;
  - Consultation with health and safety representatives and staff;
  - Provision of OHS information to staff, students, visitors and contractors;
  - Provision and maintenance of safety and emergency equipment;
  - Discussion of safety compliance as part of staff performance appraisal.
- Monitoring, reviewing and assuming accountability for the OHS performance of the academic/administrative unit, with regard to the:
  - OHS performance indicators, including local OHS committee meetings, workplace inspections, trial evacuations and induction of new staff and students and;
  - OHS legislative compliance of the academic/administrative unit.

### 3.4 Supervisors

The responsibilities of supervisors include:

- Actively practicing and developing in their staff and students proper attitudes towards OHS matters;
- Controlling the risks associated with the work and study that they supervise using a documented risk management process;
- Implementing University and local OHS procedures and guidelines;
- Ensuring that they, and the staff and students that they supervise, undertake mandatory and recommended OHS training;
- Participating in the investigation of reported incidents and hazards within the area they supervise
- Actively participating in workplace OHS inspections and audits;
- Discussing OHS performance as part of staff appraisals.

### 3.5 Individuals (Staff Members, Students, Contractors, Visitors)

3.5.1 Each staff member, student, contractor or visitor at Monash University is responsible for ensuring that his or her own work or study environment and practices reflect high OHS standards in order to protect their own health and safety as well as the health and safety of others.

3.5.2 The responsibilities include:

- Complying with OHS policy, procedures and instructions, ;
- Being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as Emergency Wardens and First Aiders;
- Participating in meetings, training and other health and safety activities as required;
- Reporting hazards, near misses, injuries and incidents;
- Using a documented risk management process to eliminate or minimise OHS risks where appropriate;
- Using and maintaining safety devices and personal protective equipment correctly;

- Not willfully or recklessly endangering the health and safety of any person at the workplace.

### 3.6 Staff who engage or manage contractors

3.6.1 The OHS Act 2004 (Vic) states that independent contractors and their employees are to be regarded as employees of the organisation engaging the independent contractor in terms of responsibility for OHS. Monash University and those Monash staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which Monash University has control.

3.6.2 The responsibilities of Monash staff who engage or manage contractors include ensuring that:

- The prequalification process is completed prior to awarding the contract (issue of service agreement);
- The primary contractor completes the campus-specific Monash University contractor induction program;
- A comprehensive Safe Work Method Statement (SWMS) is completed by the contractor and reviewed by Monash staff before work commences;
- The equipment and materials used by contractors are safe and are used in a manner that does not pose a risk to the contractors or to Monash University staff, students and visitors;
- Contractors are not exposed to health and safety risks arising out of the activities of Monash University;
- Contractors use safe work methods;
- Contact is maintained with the contractor, providing job supervision and inspection of the quality of the work;
- Contractors have statutory compensation and liability insurance;
- Contractors report all hazards, near misses, injuries and incidents.

### 3.7 Contractors

3.7.1 The responsibilities of contractors are outlined in detail in the [Monash Contractor Safety Induction](#), a summary is provided below. Monash University regards health and safety as a shared responsibility between the contractor, their employees or sub-contractors, and the University itself.

3.7.2 Therefore, it is the responsibility of contractors to ensure that:

- They are competent to do the job asked of them;
- They have the qualifications, training, experience and certificates of competency that will be needed for the job;
- They have the OHS knowledge required for the job;
- They maintain the premises in which they work in a safe and healthy manner for themselves and for the staff and students of Monash University;
- They employ safe tools and systems of work to do a job;
- Electrical power tools are regularly inspected and tagged in accordance with AS3760;
- They comply with appropriate standards;
- Safety Data Sheets are provided for all chemicals;
- Instructions and supervision from the contracting company are adequate. Close supervision is required particularly in the case of young or inexperienced workers;
- They communicate regularly with their Monash contract supervisor/project officer;
- Methods of work are approved by the contract supervisor/project officer;
- They raise any issue that is or may become a health, safety or core business concern;
- All hazards, near misses, injuries and incidents are reported to their Monash contract supervisor/project officer.

## 4. OHS Roles

### 4.1 Monash Occupational Health & Safety (OH&S)

4.1.1 The role of OH&S is to provide advice to the University on all facets of OHS matters.

4.1.2 Implementation of the University's overall OHS Management System is overseen by OH&S in conjunction with the Monash University Occupational Health & Safety Committee (MUOHSC).

4.1.3 The application of the University's OHS Management System is monitored and any non-conformances that are identified have appropriate actions recommended to the relevant responsible person.

4.1.4 The Manager, OH&S is deemed to be the employer's representative (as required by the OHS Act) at the corporate level.

4.1.5 The functions of OH&S include:

- Developing strategies and programs to minimise the risks of injury, illness and damage to property
- Documenting and maintaining a record of all OHS legal requirements relevant to the University;
- Provision of information and advice on OHS risk management and legislative compliance;
- Monitoring of personal exposures to and/or environmental breaches of hazardous substances;
- Managing the content of OHS training courses for staff and students and providing specialised training where required;
- Conducting ergonomic assessments;
- Conducting internal OHS audits and internal quality control checks;
- Liaising with, and reporting to, statutory and external authorities;
- Maintaining OHS records in accordance with the OHS Records management procedure;
- Providing expert advice pertaining to occupational medicine;
- Participating in the investigation of serious incidents;
- Monitoring the OHS performance of organisational units;
- Benchmarking OHS systems and practices with associated industry peers e.g. other Go8 universities.

### 4.2 OHS Consultants

The responsibilities of the OHS Consultant include:

- Providing strategic advice to senior management on the management of health and safety matters;
- Leading the area in the implementation and maintenance of the University's management systems;
- Reviewing and analysing incident trends and developing procedures and programs to mitigate their impact;
- Monitoring and reporting on OHS performance to senior management;
- Providing advice, instruction and training service to staff and students from the work area with regard to OHS matters;

### 4.3 OHS Advisors

The responsibilities of the OHS Advisor include:

- Providing advice and instruction to staff and students from the work area with regard to OHS matters;
- Liaising between OH&S and the Head of academic/administrative unit or their delegate with regard to OHS matters;
- Assisting in and/or review incident investigations, inspections and audits from the work area;
- Coordinating the work area's emergency response procedures;

- Assisting staff and students within the work area to effectively manage hazards and risks associated with work activities;
- Assist the OHS Consultant in reviewing and analysing incident data and developing procedures and programs to mitigate their impact.

#### 4.4 OHS Chairperson

The responsibilities of the OHS Chairperson include:

- Ensuring that the OHS committee meetings are held at least 4 times a year;
- the OHS committee agenda template is used and that members are able to add items to the agenda prior to the meeting;
- minutes are taken utilising the OHS committee minutes template and are made accessible to all members of the area;
- the appropriate membership of the committee is invited and empowered to raise items to the committee's attention;
- Ensuring that all corrective actions arising from the OHS committee are implemented in an efficient manner or escalated when they are not able to be resolved locally.

#### 4.5 Safety Officers

4.5.1 The Safety Officers are the employer's representatives as required by the OHS Act 2004 (Vic) at the local level.

4.5.2 The main role of a Safety Officer is to act as a focal point for all OHS matters arising in an academic/administrative unit. Deputy Safety Officer(s) may also be appointed to share the responsibilities of the role and to act in the absence of the Safety Officer.

4.5.3 Heads of academic/administrative units must appoint Safety Officers and Deputy Safety Officers with an appropriate level of authority for the areas under their control. In the absence of an appointed Safety Officer, the relevant Head of academic/administrative unit must assume all responsibilities of the role.

4.5.4 In laboratory/studio-based units with diverse research activities it may be appropriate to appoint several part-time Safety Officers each with responsibility for a particular OHS aspect. Deputy Safety Officers may also be appointed for each of these roles.

4.5.5 Safety Officers and deputy Safety Officers must:

- Be provided with sufficient time to address OHS issues;
- Be provided with the resources and time to attend OHS training;
- Be accessible to staff;
- Have delegated authority to resolve OHS issues.

4.5.6 The responsibilities of the Safety Officer and deputy Safety Officer include:

- Providing advice, information, instruction and training on local OHS issues where appropriate;
- Assisting with the formation and implementation of local OHS policies and procedures;
- Assisting with the risk management of hazards and risks in the area;
- Assisting with the investigation of hazard and incidents; and reporting all incidents, injuries, hazards and near misses;
- Liaising with OH&S and the head of academic/administrative unit when monitoring and reviewing the department/school OHS legislative compliance;
- Consulting with local Health & Safety Representatives on OHS issues as outlined in section 4.7.2.1;
- Reviewing, analysing and reporting of hazards and incident data;
- Developing injury and incident prevention strategies for the academic/administrative unit;
- Monitoring compliance with Monash OHS Policy and Procedures at a local level, including workplace inspections, building evacuations, induction and training needs of staff and students;
- Participate in OHS audits as required;
- Promoting University and local OHS programs and initiatives.

## 4.6 Specialty Role Officers

### 4.6.1 Radiation Safety Officers

In areas where radiation is used, heads of academic/administrative units must appoint suitable Radiation Safety Officers and Deputy Radiation Safety Officers with an appropriate level of authority for the areas under their control. The responsibilities of Radiation Safety Officers include:

- Maintaining the unit's Radiation Management Plan
- Overseeing the purchase of radioactive substances and ionising radiation apparatus for the unit;
- Working with the University's Radiation Protection Officer (RPO) to ensure radioactive material and ionising radiation apparatus used or possessed by the unit are licenced as required under the Radiation Act 2005;
- Maintaining personal monitoring programs for users of ionising radiation;
- Providing advice, information, instruction and training on the local use, storage, transport and disposal of radioactive substances and ionising radiation apparatus, including through distribution of the local Radiation Management Plan;
- Assisting with risk management of hazards and risks associated with radioactive substances and ionising radiation apparatus;
- Formulating and implementing OHS policies and procedures with regard to use of ionising radiation;
- Reviewing the radiation safety aspects of new research projects and teaching activities;
- Providing the initial response to, and investigation of, accidents and emergencies involving ionising radiation, including reporting to the RPO, OH&S and assisting with the development of corrective actions;
- Liaising with the RPO, OH&S, the local OHS committee and the Head of academic/administrative unit;
- Consulting with local Health & Safety representatives on OHS issues regarding ionising radiation;
- Maintaining records related to the purchase, use, storage, transport and disposal of radioactive substances, sealed radioactive sources and ionising radiation apparatus;
- Monitoring OHS standards and compliance with OHS policies and procedures at a local level with regard to radioactive substances;
- Auditing and analysing the OHS legislative compliance of the unit or controlled entity with regard to radioactive substances, including reporting breaches of compliance to the RPO;
- Assisting with the promotion of ionising radiation safety awareness.

### 4.6.2 Biosafety Officers

In areas where biologicals are used, Heads of academic/administrative units must appoint suitable Biosafety Officers and Deputy Biosafety Officers with an appropriate level of authority for the areas under their control.

The responsibilities of the Biosafety Officer include:

- Advise, inform and instruct staff and students on the local use, storage, transport and disposal of biological substances, including appropriate equipment, facilities and work practices to prevent exposure to any harmful biological material and ensure appropriate containment ;
- Assist in local induction of new staff and students with regards to biosafety, OGTR and quarantine matters;
- Monitor the need and advise staff and students of availability and procedures for immunisation against potential biohazards;
- Serve as a local source of expertise to the unit/entity regarding biosafety, OGTR and quarantine requirements including licensing, certification of facilities and classification of activities under the relevant legislation and standards;
- Monitor local area compliance with biosafety, OGTR and quarantine requirements with regard to the use and disposal of hazardous biological materials and recombinant DNA molecules;

- Liaise with the University's Research Compliance Officer, OH&S, local OHS committee, Head of academic/administrative unit and local Health & Safety representative in matters relating to biosafety, OGTR and quarantine;
- Review biosafety aspects of research projects and teaching activities and provide advice/assistance on document preparation, e.g. risk assessments, OGTR applications;
- Develop and implement emergency response procedures for incidents involving biohazardous agents and materials;
- Participate in workplace inspections of research and teaching facilities for compliance with regulations and guidelines pertaining to the use, handling, and disposal of potential biohazards and recombinant DNA;
- Respond to and investigate all biosafety incidents occurring within the department, and develop corrective action plans;
- Report any breach of compliance to the Institutional Biosafety Committee (IBC) and OH&S;

A Biosafety Officer may be requested to hold a position on the Institutional Biosafety Committee on rotational basis.

#### 4.6.3 **First Aid Coordinators**

The responsibilities of First Aid coordinators include:

- Notifying area First Aiders of the requirement to be immunised against Hepatitis B;
- Acting as focal point for communication between First Aiders in the work area and OH&S;
- Complete first aid assessment of the unit;
- Allocating specific duties to First Aiders;
- Ensuring that first aid kits, supplies and equipment are maintained;
- Monitoring the record keeping associated with First Aid kits, supplies and equipment;
- Liaising with the local OHS committee and OH&S on First Aid matters;
- Ensure First Aiders have Hepatitis B vaccinations and current training qualifications;
- Adhere to the specific requirements and responsibilities for First Aid Coordinators, as noted in the [Monash University First Aid Procedure](#).

#### 4.6.4 **First Aiders**

It is the responsibility of the First Aiders to:

- Complete immunisation and confirm seroconversion against Hepatitis B, applicable for all Monash University First Aiders;
- Respond promptly to provide emergency first aid treatment for injury/illness as required, while always working within the scope of Monash University First Aiders;
- Arrange prompt and appropriate referral to medical treatment as required;
- Maintain confidentiality (medical information must only be released to medical staff);
- Record all treatment (however **minor**) on the [First Aid Treatment Form](#) and forward to the OHS Nurses;
- Encourage staff who have had an occupational injury/illness to record this in S.A.R.A.H;
- Access information from an SOS bracelet or similar in order to attend to a casualty;
- Attend training as required;
- Assist with maintaining First Aid facilities, including First Aid equipment, checking and restocking of First Aid kits as necessary;
- Report any deficiencies in the First Aid service to their First Aid coordinator;
- Adhere to the specific requirements and responsibilities for First Aiders, as noted in the [Monash University First Aid Procedure](#).

#### 4.6.5 **Emergency wardens**

##### 4.6.5.1 Building wardens

The Building Warden and Deputy Building Warden are appointed by the head of the academic/administrative unit to act as the overall controllers for a building in an emergency situation. Their role is to:

- Ascertain the nature of any arising emergency;
- Communicate the appropriate emergency response to building occupants and Floor Wardens (if applicable);
- Ensure that the appropriate emergency services have been notified;
- Initiate evacuation of building occupants;
- Brief external emergency services upon arrival on type, scope and location of the emergency and/or status of the evacuation;
- Organise and initiate emergency drills;
- Consolidate and provide feedback to post drill debrief sessions and record debrief in SARAH; and
- Perform Building Emergency Preparedness Inspection.

##### 4.6.5.2 Floor Wardens

Floor wardens are appointed by the head of the academic/administrative unit to assist the Building Warden in the orderly evacuation of the building. Under the guidance of the building warden, they:

- Communicate with the Building Warden and act on any instructions given;
- Coordinate the emergency response actions in their immediate area;
- Advise as soon as possible regarding incident status and action taken;
- Commence evacuation processes if directed by the Building Warden or as circumstances warrant this action;
- Activate a manual call point in the event of emergency;
- Check to ensure fire and smoke doors are properly closed;
- Search floor or areas to ensure all persons are evacuated;
- Ensure the orderly flow of persons;
- Assist mobility-impaired persons;
- Notify Building Warden that their floor has been evacuated;
- Act as a guide or marshal for assembly areas;
- Guard entry points to prevent re-entry to buildings until all clear is given; and
- Provide feedback to post drill debrief sessions;

#### 4.6.7 **Laser Safety Officer**

In areas where class 3R, 3B and 4 lasers are used, heads of academic/administrative units must appoint suitable Laser Safety Officers with an appropriate level of authority for the areas under their control.

The responsibilities of Laser Safety Officers include:

- Overseeing the purchase of lasers for the unit;
- Providing advice, information, instruction and training on the local use lasers;
- Assisting with risk management of hazards and risks associated with lasers;
- Formulating and implementing OHS policies and procedures with regard to use of lasers;
- Investigate accidents and emergencies involving lasers and assist with the development of corrective actions;
- Liaising with OH&S, the local OHS committee and the Head of academic/administrative unit;
- Consulting with local Health & Safety representatives on OHS issues regarding lasers;
- Maintaining records related to the purchase, use and disposal of lasers; and
- Assisting with the promotion of laser safety awareness.

#### 4.6.8 **Wellbeing champion**

The role of the Wellbeing Champion is to:

- Actively promote and co-ordinate wellbeing initiatives and programs;
- Consult with Safety Officers, HSRs, the local OHS committee and the head of academic/administrative unit on wellbeing initiatives;
- Consult with OH&S regarding wellbeing matters; and
- Attend Monash Wellbeing's bi-annual networking meetings.

### 4.7 **Health & Safety Representatives**

4.7.1 A Health & Safety representative or Deputy Health & Safety Representative is an employee representative who is elected for a term of 3 years by the members of a DWG to represent their health and safety interests.

#### 4.7.2 **Rights of elected Health & Safety Representatives and Deputy Health & Safety Representatives**

Health & Safety representatives have a range of statutory rights and powers under the Victorian OHS Act 2004 including:

4.7.2.1 Be consulted, so far as is reasonably practicable, on:

- Any proposed changes in the workplace or to the materials, equipment or procedures used that may affect the health and safety of staff;
- Risk assessment of new and existing materials, equipment or
- procedures that may affect the health and safety of members within the DWG they represent;
- The development of OHS policies and procedures;
- OHS hazard and incident investigation;
- The provision of OHS information, instruction and training.

4.7.2.2 Direct work to cease where there is an immediate threat to the health and safety of any person;

4.7.2.3 Issue a Provisional Improvement Notice (PIN) following appropriate consultation with management of the area affected by the matter raised;

4.7.2.4 Inspect any part of the workplace at which a member of the area that they represent works, at any time giving reasonable notice to the relevant Head of academic/administrative unit and immediately in the event of an incident or hazardous situation;

4.7.2.5 Attend workplace inspections and audits, including those carried out by the Regulator

4.7.2.6 Be given access to any information, except that which is medically confidential, on:

- The health and safety of the staff in the area they represent; and
- Actual or potential hazards in the workplace;

4.7.2.7 Paid leave to attend health and safety training courses;

4.7.2.8 Have access to the facilities and assistance to enable them to perform their role.

4.7.3 The names of the elected Health & Safety representatives and the procedures for the election of Health & Safety representatives are available on the [OH&S website](#).

## 5. **OHS Committee Structure**

### 5.1 **Monash Occupational Health & Safety Committee (MUOHSC)**

The MUOHSC acts as the overarching OHS committee for the University.

#### 5.1.1 **Membership**

5.1.1.1 The committee is chaired by a nominee of the Vice-Chancellor, normally a Deputy Vice-Chancellor or a Dean.

5.1.1.2 Committee members must include evenly balanced representation from the following groups:

- Senior academic staff (deans, heads of academic/administrative units);
- Senior professional management staff (divisional directors, directors, managers);

- Academic staff;
- Professional staff;
- Postgraduate and undergraduate student representatives.

5.1.1.3 As far as is reasonably practicable, Committee membership must include:

- Equal numbers of management and employee members; and
- General representation from all campus and off-campus areas.

5.1.1.4 A single alternate should be nominated by each Committee member in the instance that they are unable to attend any meetings.

5.1.1.5 The term of office of each of the members is three years.

**5.1.2 The terms of reference of the MUOHSC are to:**

- Promote and facilitate cooperation between staff, students and management in the development and implementation of OHS policy, procedures, guidelines and programs at Monash.
- Ensure a best practice and continuous improvement approach, is adopted by the University in all matters of occupational health and safety.
- Review existing occupational health and safety documents on a regular basis to determine whether they meet the prevailing needs of the University including all its campuses and centres in Australia, and to identify any new procedures that may be required.
- Monitor and continuously improve University compliance with occupational health and safety legislation, standards, codes of practice, policies and procedures.
- Review the occupational health and safety performance of faculties, divisions, schools, departments, centres, and sites where Monash University staff and/or students are located, to ensure that all areas consistently achieve a high standard.
- Review the occupational health and safety performance of "collaboration/shared" sites between Monash and external parties.
- Review and monitor occupational health and safety matters from the following sub-committees;
  - [Institutional Biosafety Committee](#);
  - [Radiation Advisory Committee](#);
  - [Wellbeing Sub-Committee](#);
- Engage with affiliated organisations to ensure a high standard of occupational health and safety is provided to all Monash staff and students as required;
- Promote occupational health and safety awareness and appropriate behavioural and cultural change of staff and students throughout the University;
- Co-ordinate the development and implementation of planning processes which are consistent and aligned with the University's broader strategic planning in order to ensure a proactive approach to occupational health and safety management across the University;
- Direct the Occupational Health and Safety Unit on priorities;
- Review recommendations to the Vice-Chancellor on occupational health and safety matters.

5.1.3 The quorum required to be present at a meeting of the MUOHSC meetings must be ten (10) members.

5.1.4 MUOHSC meetings are held quarterly as well as on other occasions deemed necessary by the Chairperson.

5.1.5 The [minutes](#) of MUOHSC meetings are available on the OH&S website.

## 5.2 Local OHS Committees

5.2.1 In each area of the University (e.g. faculty/division, school, institute, department, centre, unit) a local OHS committee provides a consultative forum for the discussion and resolution of OHS matters and implementation of appropriate controls.

5.2.2 Any work area may choose to create a local OHS committee.

5.2.3 Local OHS committees are overseen by the Faculty/Divisional Executive to ensure a coordinated, uniform approach to implementing OHS programmes.

#### 5.2.4 **Membership**

- The committee must be chaired by the Head of academic/administrative unit or a senior academic/administrative equivalent;
- The committee must comprise representatives drawn from the major activities and work groups in an area to achieve a balanced committee of both management and staff.
- The heads of academic/administrative units that the committee covers must appoint the management members of the committee
- Appointment to the committee is for a term of three years.
- The areas OHS Consultant/Advisor must be invited to attend local committee meetings in an advisory capacity.
- Other specialty officers such as the First Aid coordinator, Radiation and Biosafety Officers, Emergency building wardens etc., who are not appointed to the committee, can either report to the committee via the Safety Officer or be invited to report directly to the committee on at least an biannual basis.
- Representatives from any other area of the University can be invited to attend the committee.

#### 5.2.5 **The functions of a local OHS committee include:**

- Formulation and implementation of OHS improvement strategies for the area including consideration and implementation of OHS policy, procedures, guidelines, plans and programs;
- Promotion of a strong OHS culture in the area through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents;
- Review and analysis of injury/incident reports and data, implementation and effectiveness of recommended preventive action of incidents and development of injury/incident prevention strategies for the area;
- Monitoring OHS performance with regard to:
  - Workplace inspections (minimum 2 per year required);
  - Trial evacuations (either 1 or 2 required per year depending on building type);
  - Induction of new staff and students;
  - Training staff and students in the area.
- Monitoring the OHS legislative compliance of the area and, in particular:
  - Ensuring that a risk management approach is taken to hazardous tasks, new activities, research and equipment;
  - Ensuring that emergency procedures are developed and implemented in the area;
  - Trade and hazardous waste management; and
  - Monitoring the implementation of audit recommendations.
- Supporting and assisting the work of:
  - Safety Officers;
  - Health & Safety representatives.

#### 5.2.6 **Meetings**

- Local OHS committees are required to meet at least quarterly.
- Before each meeting, notice of the meeting must be circulated to the staff and students in the area, requesting agenda items and/or issues for discussion. Items submitted must be included on the agenda of the meeting and the proposer invited to the meeting for the discussion of the item.
- Minutes of meetings must be:
  - kept in accordance with the [OHS Records Management procedure](#)
  - made accessible;
  - only accessible to Monash staff and students when posted on web sites;

- sent to the area OHS Consultant/Advisor as soon as possible after the meeting;
- minutes may be circulated to committee members electronically.
- Staff and students of the area must be informed of the local OHS committee, its purpose and membership.

A [list](#) of OHS committee chairpersons is available at the OH&S web site.

### 5.3 Designated Work Groups

- 5.3.1 Within each work area there may be one or more DWGs. A DWG consists of all the employees in a particular work area, academic/administrative unit or a building or series of buildings. A DWG may cover staff at one or more workplaces on a campus and/or at one or more campuses.
- 5.3.2 The members of each DWG must elect a Health & Safety representative. A Deputy Health & Safety Representative can be elected at the discretion of the members of the DWG.
- 5.3.3 Health and safety representatives are employee representatives whose primary role is to represent the health and safety interests of the members of their DWG).
- 5.3.4 The list of DWGs, names of elected [Health and Safety Representatives](#) and the procedures for the election of health and safety representatives are available on the [OH&S web site](#).

## 6. Tools

The following [Agenda](#) and [Minutes](#) templates should be utilised by Local OHS committees and be amended to suit each particular committee.

## 7. Records

For OHS Records document retention please refer to: [Monash University OHS Records Management Procedure](#)

<b>Status</b>	Revised
<b>Approval Body</b>	Monash University OHS Committee (MUOHSC)
<b>Legislation Mandating Compliance</b>	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
<b>Related Policies</b>	<a href="#">OHS Policy</a>
<b>Related Documents</b>	<p><b>Australian and International Standards</b></p> <p>AS/NZS 4801:2001 Occupational Health &amp; Safety Management Systems – specifications with guidance for use</p> <p>OHSAS 18001:2007 Occupational Health &amp; Safety Management Systems – requirements.</p> <p><b>Monash University OHS documents</b></p> <p><a href="#">OHS Contractor Management Procedure</a></p> <p><a href="#">OHS Induction and Training Procedure</a></p>

## 8. Document History

Version	Date of Issue	Changes made to document
4	March 2013	OHS Roles, Committees and Responsibilities procedure
5	September 2014	<ol style="list-style-type: none"> <li>Removed definitions and provided link to “Definitions tool”.</li> <li>Re-arranged order of document sections as follows: <ul style="list-style-type: none"> <li>OHS responsibilities</li> <li>OHS roles</li> <li>OHS committees</li> </ul> </li> <li>Simplified OHS committee structure to: <ul style="list-style-type: none"> <li>Monash University OHS committee (MUOHSC)</li> <li>Local OHS committee</li> </ul> </li> <li>Updated MUOHSC terms of reference</li> <li>Added ‘OHS chairperson’ to Roles.</li> <li>Added Compliance section.</li> </ol>
6	September 2017	<ol style="list-style-type: none"> <li>Corrected grammatical errors associated with titles and lists throughout the entire document.</li> <li>Modified the wording of the responsibilities of: <ul style="list-style-type: none"> <li>Safety Officers;</li> <li>First Aiders and Coordinators;</li> <li>Wellbeing and Ergonomics Champions.</li> </ul> </li> <li>Added information related to Health and Safety Representatives and the use of PINs;</li> <li>Added additional information related to the formation of Designated Work Groups.</li> <li>Updated information noted in Compliance and References.</li> <li>Updated all links to external documentation.</li> </ol>
7	December 2018	<ol style="list-style-type: none"> <li>Clarified the role of OH&amp;S in relation to monitoring non-conformances against the University’s OHS Management System.</li> <li>Added section on Laser Safety Officers’ responsibilities</li> <li>Updated Emergency Warden section to bring it in line with the Emergency Management Procedure</li> </ol>

		<ol style="list-style-type: none"><li>4. Removed requirement for First Aid Coordinators to have First Aid training and Hepatitis B immunisation.</li><li>5. Deleted the Ergonomics Champion role due to the implementation of the online Ergonomics tools.</li><li>6. Deleted SCBA coordinator role due to rescission of the guidelines and incorporation of the requirements into Using Chemicals Procedure.</li></ol>
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