

## Monash University Procedure

<b>Procedure Title</b>	OHS Communication Procedure
<b>Parent Policy</b>	<a href="#">OHS Policy</a>
<b>Date Effective</b>	May 2017
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<b>Procedure Owner</b>	Manager, OH&S
<b>Category</b>	Operational
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<b>Scope</b>	This procedure applies to staff, students, visitors and contractors of Monash University.
<b>Purpose</b>	The purpose of this procedure is to define the Monash University process for communicating relevant OHS information to staff, students, visitors and contractors.

### Contents

1.	Abbreviations .....	2
2.	Definitions .....	2
3.	OHS Communication Procedure .....	2
3.1.	Accessing OHS Information .....	2
3.2.	Dissemination of Information .....	2
3.3.	OHS Policy .....	3
3.4.	OHS Noticeboards .....	3
3.5.	OHS Consultants' Report/Newsletter .....	3
3.6.	OHS Documents .....	3
3.7.	OHS Induction and Training .....	4
3.8.	Emergency Information.....	4
3.9.	OHS committee .....	4
4.	Other Methods of OHS Communication.....	5
5.	Feedback to OH&S .....	5
6.	Responsibility for Implementation .....	5
7.	Tools .....	6
8.	Records.....	6

## 1. Abbreviations

OH&S	Monash Occupational Health and Safety
OHS	Occupational Health and Safety

## 2. Definitions

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

**Communication:** Communication is the process by which information is transmitted and understood between two or more people.

**Audience:** People or a group of people whom a communication is aimed. This may include staff, students, visitors, contractors, external organisations and the general community.

**Safety Personnel:** Individuals in the University who have been elected or appointed to specific safety roles. These include health and safety representatives, safety officers, biosafety officers, radiation safety officers, laser safety officers, first aid personnel and emergency wardens.

## 3. OHS Communication Procedure

### 3.1. Accessing OHS Information

OHS Information can be accessed from:

- OHS policies, procedures, guidance notes, emergency information, online databases (S.A.R.A.H., Chemwatch, etc.), via the OHS website;
- Administrative Unit/ Division websites containing specific local OHS information;
- Discussions with supervisors, safety personnel, peers, OHS committee members;
- Contacting the Occupational Health and Safety Unit directly or via the OHS helpline;
- Attending meetings;
- Reading communications received containing safety information;
- Reading safety signage posted in on the campus grounds and within buildings;
- Completing OHS induction and training sessions relevant to your roles.

### 3.2. Dissemination of Information

OHS Information is disseminated by the OHS Committees, OH&S, managers and supervisors, safety personnel and individuals with competency to provide induction, instruction or training.

OHS mandatory information to be disseminated and methods of OHS Communication are as follows:

### 3.3. **OHS Policy**

Monash University's [OHS Policy](#) and [OHS Issue Resolution Procedure](#) must be communicated to staff and students via:

- OH&S website; and
- Local OHS notice boards.

### 3.4. **OHS Noticeboards**

The following information must be communicated via OHS noticeboards:

- Names and contact details of the Designated Work Group's elected Health & Safety representatives and/or the area Safety Officer/s;
- Names and contact details of First Aiders;
- OHS Policy;
- OHS Issue Resolution Procedures; and
- "If you are injured at work" Poster noting the contact details of Monash University WorkSafe agent.

An example 'OHS Contact List' template is provided in Section 7, 'Tools' to assist with displaying the contact details of relevant safety staff.

Additional OHS information relevant to the local area (such as the contact details of the areas [OHS Consultant/Advisor](#), specific safety standing orders, etc.) may be displayed on OHS notice boards. The information displayed should be checked for currency and updated on a periodic basis to ensure accuracy of information.

### 3.5. **OHS Consultants' Report/Newsletter**

OH&S must communicate relevant information to the Monash University community. The OHS Consultants' report/newsletter must be updated/issued at least quarterly, but should be updated when information changes.

Some examples of relevant information include:

- Changes to OHS legislation;
- Changes to Monash University OHS Management System;
- Highlight available services such as:
  - Counselling services;
  - Return to work; and
  - OHS training.

### 3.6. **OHS Documents**

3.6.1. All new documents produced by OH&S must be communicated to all staff via:

- An email to Safety Officers, Health & Safety representatives and OHS committee chairpersons;

- Local OHS committees via the Consultants' report;
- The OH&S web site.

3.6.2. Major review to existing documents must be communicated to all staff via:

- An email to Safety Officers, Health & Safety representatives and OHS committee chairpersons; and
- The document history in the document appendix; and/or
- Local OHS committees; and/or
- The OH&S web site.

3.6.3. Minor reviews to existing documents do not need to be communicated to all staff.

### 3.7. **OHS Induction and Training**

OHS information is also provided through the provision of induction and training. The requirements are outlined in the [OHS Induction and Training Procedure](#).

### 3.8. **Emergency Information**

Emergency Information must be communicated in a timely manner in the most appropriate method available and may include the following:

- Mobile phone or landline;
- Warden Intercommunication "red" Phones (WIP) or via the emergency speaker;
- 2 way radio or UHF communication devices;
- Audible and visual alarms (fire alarm, gas detector alarms); or
- Remote area communication devices such as Emergency Position Indicating Radio Beacon (EPIRB).

Emergency Information, such as Building Evacuation Reports must be completed by the building Warden and/or Floor Warden and a copy provided to the local OHS Committee and submitted to OH&S.

### 3.9. **OHS committee**

Before each OHS committee meeting, notice of the next meeting must be circulated to the staff and students in the area, requesting agenda items for discussion. Items submitted must be included on the agenda of the next meeting and the proposer invited to the meeting for discussion of the item. Minutes of meetings must be kept and made accessible to all staff and postgraduate students, either on notice boards or electronically.

OHS committee meeting minutes must be:

- Only accessible to Monash staff when posted on web sites;
- Sent to the area's [OHS Consultant/Advisor](#) as soon as possible after the meeting.

## 4. Other Methods of OHS Communication

The following OHS information and methods of communication should be used, as determined appropriate to the needs of the organisational unit:

### 4.1. Electronic Communication via Email, Websites

Health and safety information should be circulated via email or posted on websites at:

- University level;
- Faculty/divisional level; and/or
- Academic/administrative unit level.

Emails and websites can be used to:

- Publicise new OHS policies and procedures and programs;
- Consult the University community during the development of OHS policies and procedures;
- Ask for feedback; and
- Alert the University community or the members of a particular academic/administrative unit to OHS hazards.

### 4.2. Hazard and Incident Reports

Hazard and Incident information and statistics are communicated via the Occupational Health and Safety progress, formulated and disseminated by OH&S. These reports provide an overview of reported incidents and hazards and are shared at OHS committee meetings.

## 5. Feedback to OH&S

OH&S should record feedback received from staff, students and external parties. This feedback should be assessed and if applicable, used to implement prompt initiatives to facilitate a safe and healthy workplace and generate continual improvement of the OHS Management System. For additional information, refer to the [OHS Consultation Procedure](#).

## 6. Responsibility for Implementation

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

**Heads of Academic/Administrative Units:** Heads of academic/administrative units are responsible to ensure:

- Provisions for the communication and dissemination of OHS information are available and appropriate for the applicable audience;
- Local communication methods and the timeframes for dissemination are suitable for the type and significance of the information to be conveyed;
- Communication methodologies detailed in the OHS Communication plan are reviewed annually to validate and ensure their effectiveness; and

- That there is effective communication and information exchange to the relevant stakeholders when consulting on matters that affect, or are likely to affect, their health and safety in accordance with the [OHS Consultation Procedure](#). Consideration must be made for people whose language is not English and for different levels of individual literacy.

**Supervisors:** Supervisors are responsible for ensuring that they, and their applicable staff and/or students adhere to the requirements of this procedure.

**Individuals (Staff members, Students, Contractors, Visitors):** Individuals have a responsibility to comply with any safety instructions communicated to them. This may include information posted on safety notice boards, safe work instructions, verbal instruction, safety signs, email communications, communicated at meetings or disseminated in meeting minutes.

Individuals should also report to their supervisor or Safety Officer if they have difficulty understanding health and safety communications received.

**Monash Occupational Health & Safety (OH&S):** The Manager of OH&S is responsible for:

- The development and review of the OHS Communication procedure, associated OHS Communication guidelines and tools; and
- Interpreting health and safety information and dissemination of relevant information to the University. This includes OHS legislation, University OHS policy, procedures, guidance and OHS Alerts.

## 7. Tools

The following tools are associated with this procedure:

OHS Contact List Template

## 8. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

<b>Status</b>	Revised
<b>Approval Body</b>	<b>Monash University OHS Committee</b>
<b>Legislation Mandating Compliance</b>	<b>Legislation</b> Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017
<b>Related Policies</b>	<a href="#">OHS Policy</a>
<b>Related Documents</b>	<b>Australian and International Standards</b> AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements. <b>Monash University OHS documents</b> <a href="#">OHS Roles, Committees and Responsibilities Procedure</a> <a href="#">Health and Safety Issue Resolution Procedure</a> <a href="#">OHS Consultation Procedure</a> <a href="#">Emergency Procedures</a> <a href="#">OHS Induction and Training Procedure</a>

## 9. Document History

<b>Version</b>	<b>Date of Issue</b>	<b>Changes made to document</b>
1	June 2014	OHS Communication Procedure, v1.0
1.1	July 2015	Updated hyperlinks throughout to new OH&S website.
2	May 2017	<ol style="list-style-type: none"> <li>1. Updated Scope to align with OHS procedure documents</li> <li>2. Added 'Monash OH&amp;S Unit' to 'Section 3 – Abbreviations';</li> <li>3. Included additional definitions for audience, communication and safety personnel under 'Section 4 – Definitions';</li> <li>4. Modified and included additional information in the responsibilities for stakeholders listed in 'Section 5 – Specific Responsibilities';</li> <li>5. Modified and included additional information reflecting the mechanisms employed by Monash University when communicating safety, noted in 'Section 6 – OHS Communications Procedure';</li> <li>6. Added 'Section 7 – Other Methods of OHS Communication';</li> <li>7. Added 'Section 8 – Feedback to OH&amp;S';</li> <li>8. Revised 'Section 9 – Tools', including the reference to the OHS Contacts list template;</li> <li>9. Included additional references in 'Section 11 – Compliance';</li> <li>10. Updated and checked all hyperlinks throughout the document;</li> </ol>
2.1	August 2017	Updated logos in header Updated OHS Regulations to 2017

