

HSW RISK MANAGEMENT STANDARD

SCOPE

This standard relates to all activities under the management and control of Monash University and applies to affected workers; including staff, students, contractors and visitors.

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

The purpose of this document is to define the process that Monash University uses for the identification, assessment, control and review of Occupational Health and Safety (OHS) hazards and their associated risks.

1. Abbreviations

MUM	Monash University Malaysia
HS&W	Monash Health, Wellbeing team, led by the Director, Health Safety & Wellbeing
HSW	Health, Safety and Wellbeing
OHSE	Occupational Health Safety & Environment Unit (Monash Malaysia)
SARAH	Safety and Risk Analysis Hub

2. Identifying the need to conduct a risk assessment

- 2.1 Operational Managers/Performance Supervisors must ensure that Activity or Task based risk assessments are completed and controls are in place prior to commencement of the activity or task being undertaken when:
 - 2.1.1 New activities are being proposed that may present unknown or un-assessed risks (e.g. new requirements of a project, etc); or
 - 2.1.2 Following a change of operational requirements.
- 2.2 Operational Managers/Performance Supervisors must ensure that a Risk Assessment is undertaken prior to the initial procurement of goods and services and that:
 - 2.2.1 The affected workers are consulted on the procurement process in accordance with the [HSW Consultation Standard](#);
 - 2.2.2 Where indicated, goods and services are procured from the University's approved suppliers;
 - 2.2.3 Where applicable, goods and services meet any relevant Australian or International Standards or follow the industry best practice;
 - 2.2.4 The requirements of the [HSW Contractor Management Standard](#) are met prior to engaging any contractors; and
 - 2.2.5 The end-of-life and disposal requirements of goods and materials are considered in line with the relevant University standards, as noted in the Governance table.

- 2.3 Following the procurement process, the Operational Manager/Performance Supervisor must verify that equipment, installations and materials are safe for use by ensuring that:
- Equipment is delivered according to specifications and is tested to ensure it works as intended, including safety features and emergency functions;
 - Installations are commissioned to ensure they function as designed;
 - Materials are delivered according to their specifications; and
 - Any usage requirements, precautions or other protective measures are communicated and are made available to the relevant workers.
- 2.4 The verification process outlined in 2.3 must be recorded and the record maintained locally in accordance with the [Information Governance and Recordkeeping Procedure](#)
- 2.5 Operational Managers/Performance Supervisors must ensure that Location or Facility Risk Assessments are completed and controls are in place before works are performed if:
- 2.5.1 A space they control presents a potential immediate risk to health and safety (for example, a cryogenics facility). The risk must be documented in the online system [SARAH](#) in accordance with the [Managing HSW Hazards and Incidents standard](#); or
- 2.5.2 A space will be utilised in a novel way that may present unknown risks (e.g. events, renovations, etc).
- 2.6 Operational Managers/Performance Supervisors must ensure that Personal Risk Management Plans are completed and controls are in place if:
- A person entering the workplace may be unable to perform work safely due to personal factors. As these risk assessments are very likely to contain sensitive and personal information they must be entered as 'Restricted Risk Assessments'.
- 2.7 Any party may choose to initiate the [Health and Safety Issue Resolution Procedure](#) if there is any dispute as to whether:
- 2.7.1 A risk is acceptable;
- 2.7.2 There is the need for a risk assessment;
- 2.7.3 Risks were adequately evaluated and sufficient controls were identified and implemented; or
- 2.7.4 The risk assessment owner or approver is appropriate.

3. HSW Risk Registers

- 3.1 The Director, Health, Safety and Wellbeing must ensure that the Monash University HSW Risk Register is reviewed annually as outlined in the [OHSMS Management Review Standard](#).
- 3.2 Senior executives must ensure that their Faculty or Division (Australia), School or Unit (Malaysia) has an HSW Risk Register that:
- 3.2.1 Identifies and assesses risks that have the potential to impact the Faculty or Division;
- 3.2.2 Details any strategies in place to eliminate or minimise identified risks;
- 3.2.3 Details any proposed strategies to eliminate or minimise risk and specifies a person responsible and timeframe for implementation; and
- 3.2.4 Has been reviewed at least annually.
- 3.2.5 The University Risk register can be used as a template to develop Faculty/Division (Australia) and School/Unit (Malaysia) level HSW Risk Registers in consultation with the area's HSW Consultant/Advisor (Australia) or OHSE Business Partner (Malaysia).

4. HSW Risk Assessment Process

- 4.1 The Risk Owner must be competent in the process of risk assessment. Formal Risk Management training is available through myDevelopment.
- 4.2 The Risk Owner must ensure that:
- The appropriate Risk Approver is selected for the relevant activity, unless the risk assessment is centrally managed;

- All risk assessments are documented in the online system [SARAH](#) unless otherwise approved by the Director, Health, Safety and Wellbeing;
- Risk assessments that include confidential information (e.g. a person's health condition, commercial in confidence) have been entered using the Restricted Risk Assessment option;
- A standard naming convention is used in the prefix of the Risk Assessment Name, which identifies their local business unit.
- The scope of the risk assessment has been clearly defined and includes details of:
 - The activity being performed;
 - Any limitations (e.g. the assessment focuses only on specific elements of equipment or process);
- Each potential risk factor is identified and described, including all mechanisms and associated agencies of injury and how the risk could be realised;
- The current level of risk has been assessed by:
 - Applying the Hierarchy of Control to all identified risks
 - Confirming the availability and suitability of all existing control measures in place;
 - Utilising the HSW Risk Matrix in SARAH (refer to 9.1) to assign most probable consequence and corresponding likelihood.
- Key stakeholders, e.g. Operational Managers/Performance Managers and relevant subject matter experts have been invited to review the assessment using the 'Peer Review' command function in SARAH.

4.3 The Risk Owner may recommend or propose additional controls that could further reduce the risk level.

5. Approval

5.1 The Risk Approver must:

5.1.1 Have a current training qualification in accordance with the [HSW Training Requirements Matrix](#).

5.1.2 Verify that:

- The scope of the risk assessment is appropriate;
- The mechanisms and agencies of injury are accurate;
- All existing controls are present;
- All proposed controls are valid and must be implemented; and
- The risks identified are:
 - Acceptable - in which case the risk assessment must be approved as soon as possible;
 - Unacceptable - in which case the risk assessment must be rejected and appropriate feedback provided to the Risk Owner as soon as possible.

5.1.3 Where applicable, verify that additional documentation (e.g. completed Safe Work Instruction) has been attached to the Risk Assessment.

5.1.4 If a Risk Assessment is rejected in S.A.R.A.H, the Risk Owner must address the feedback, update the Risk Assessment and re-submit it for approval.

6. Post-Approval

6.1 Once a risk assessment has been approved, it is the responsibility of the person assigned to each proposed control to action it in accordance with the [Management of HSW Actions Standard](#).

6.2 Approval of a risk assessment does not constitute approval to commence work, which may only be granted by the relevant Operational Manager/Performance Supervisor.

6.3 Operational Managers/Performance Supervisors must ensure that all agreed control measures are present and suitable.

6.4 Operational Managers/Performance Supervisors must ensure that all affected persons have access to the relevant risk assessments and implemented control measures.

7. Review of Risk Assessments

7.1 The Risk Owner must review their risk assessments using the 'Formal Review' command button in SARAH:

- At least every three years;
 - When there is a significant change to the process/activity;
 - When a control may not be reasonably implemented (e.g. the controls become unavailable or are unsuitable);
 - When the level of risk is no longer considered acceptable based on the current control measures, for example:
 - A hazard arising from an activity presents an unacceptable level of risk; or
 - An incident has occurred.
- 7.2 The Risk Owner must:
- Evaluate the effectiveness of current controls as part of the formal review;
 - Archive any risk assessments that are no longer required using the 'Archive' command button in SARAH; and
 - Arrange for any of their risk assessments that are still required to be cloned to transfer ownership and archive their original risk assessment prior to leaving the University.
- 7.3 The Monash Health, Safety and Wellbeing Team must:
- Assess the quality of current risk assessments in the University's Risk Assessment register on a regular basis; and
 - Provide feedback to stakeholders to ensure the requirements outlined in 4.2 are met.

8. Event Risk Management Documentation

- 8.1 In Australia, an Event Risk Management Plan (ERMP) must be completed for activities such as Monash University organised events, off-campus activities and travel using the [ERMP tool](#) in SARAH.
- 8.2 In Malaysia, a standard OHS risk assessment must be completed for these activities and attached with the overall event plan in the Event Management System (EMS).
- 8.3 ERMP (Australia) must be completed in accordance with the [ERMP instructional video](#).
- 8.4 Minimum risk control requirements are set out in the [centrally managed risk assessments](#). For Australian campuses, where relevant, these must be linked to the ERMP. In addition, any contextualised task/activity specific risk assessments must be linked to the ERMP.
- 8.5 In Australia, where applicable, the forms listed in section 9.4 should be completed and attached to the ERMP.
- 8.6 The ERMP or EMS Plan must be approved by the responsible Head of Unit or authorised delegate before commencement of the activity.

9. Tools

9.1 SARAH Risk Matrix

		Consequence				
		Near Hit/Miss, no injury or minor injury requiring minor first aid.	Injury requiring medical treatment with no lost time.	Injury requiring medical treatment/ counselling and time away from work/study.	Serious injury requiring admission to hospital and significant time away from work/study.	Fatality, or multiple serious injuries. Major destruction to facility/infrastructure.
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Negligible	Low	Low	Medium	Medium

9.2 The following guidance should be consulted when assessing risks related to events:

- [Health and Safety Considerations for Event Planning](#)
- [Centrally managed risk assessments](#) (Australia only)

9.3 The following guidelines should be consulted when assessing risks arising from:

- [Chemicals](#)
- [Biologicals](#)
- [Ergonomic/Manual handling](#)
- [Radiation](#)

10. Records

10.1 Risk assessments must be kept in accordance with the [Information Governance and Recordkeeping Procedure](#)

DEFINITIONS

Definitions specific to this standard are provided below.

Key word	Definition
Activities	Any process which may involve the procurement of goods and/or services, travelling, using equipment, using chemicals and/or other hazardous items, conducting field work, engaging with other people, etc.
Acceptable level of risk	A level of risk that under the circumstances, is reasonably practicable to accept.
Agency of injury	The type of object, item, substance, material, or structure that can cause injury.

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The severity of the impact of a hazard on affected persons.														
Controls	Steps taken to eliminate or reduce the risk of harm occurring to person/s exposed to a hazard.													
Likelihood	The chance of harm arising as a result of interaction with a hazard.													
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Mechanism of injury	How an injury was, or may be, sustained.													
Operational Manager	The person in control of the activities that are being performed within a specific workplace. In some instances, the Operational Manager may also be the Risk Approver, e.g. laboratory supervisor, workshop manager.													
Procurement	For the purpose of this standard, the process for acquiring goods and services by any means such as: <ul style="list-style-type: none"> ● Monash purchasing system (e.g. Coupa or XERO); ● Corporate credit card purchase; ● Hire or loan; ● Gifts or donation; ● Trials offered by suppliers; or ● Items left by previous occupants. 													
Risk Approver	The person responsible for controlling the risks associated with the activities undertaken by the worker, student or contractor under their supervision. For example, the Performance Manager/Supervisor/Contractor Responsible Person.													

Risk assessment	A documented process assessing the level of risk from specific activities and determining suitable controls to eliminate or reduce the risk to an acceptable level. Risk assessments are either:	
	Risk Assessment Type	Definition
	Activity or Task based Risk Assessment	Risks that arise when participating in specific activities (such as a task or process).
	Template Risk Assessment	A framework that can be used as a starting point for common types of activities.
	Location or Facility Risk Assessment	Risks that arise from a location (such as a facility or venue)
	HSW Risk Register	Risks across an entire faculty or division
	Personal Risk Management Plan	Risks unique to an individual (such as that result from a personal health condition)
	Centrally Managed Risk Assessment	Risks managed centrally with controls that apply to the entire organisation
Risk Owner	The person documenting the risk assessment.	

GOVERNANCE

Parent policy	HS&W Policy
Supporting documents	Monash HSW documents Electrical Safety Standard Health and Safety Issue Resolution Procedure High Risk Scheduled Drugs and Poisons Standard Management of HSW Actions Standard Managing HSW Hazards and Incidents Standard HSW Consultation Standard HSW Contractor Management Standard HSW Document Control and Retention Standard HSW Induction and Training Standard HSW Roles, Responsibilities and Committees Standard Purchasing of High-Risk Commodities in Coupa Standard Using Biologicals and Animals Standard Using Chemicals Standard Using Ionising Radiation Standard
Supporting schedules	N/A
Associated documents	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems

	AS/NZS ISO 31000:2018 Risk management –Guidelines
Related legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Occupational Safety and Health Act 1994 Act 514 (Malaysia)
Endorsement	Monash University OHS Committee 1 December 2022
Document owner	Director, Health Safety & Wellbeing
Date effective	2022
Status	Current and in effect
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Content enquiries	hsw@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	2026	Administrative changes due to: <ul style="list-style-type: none"> • Conversion of Procedure to a HSW Standard • Transition Procedure out of University Policy Bank on to HSW website