

HSW PERFORMANCE AND DEVELOPMENT STANDARD

SCOPE

This standard relates to all performance and development related activities under the management and control of Monash University in Australia and applies to affected workers.

This standard directly supports the implementation of the [Monash Health, Safety & Wellbeing Policy](#) and sets out the requirements for:

- The formal documentation and monitoring of Health, Safety and Wellbeing (HSW) responsibilities, accountabilities and obligations of managers and supervisors, both academic and professional;
- The monitoring and appropriate recognition of the roles of Safety personnel; and
- The inclusion of annual HSW performance or development goals for all workers.

1. Inclusion of HSW into Performance Development Process

HSW must be formally documented in the performance development process (myPlan) and can be included either as annual work and/or development goals.

Relevant HSW responsibilities to be discussed and documented in the performance development process may include and are not limited to:

1.1 Supervisors and Managers

- Complete all HSW training in accordance with the [HSW Training Requirements Matrix](#);
- Ensure that their workers have completed all HSW training in accordance with the [HSW Training Requirements Matrix](#);
- Promote HSW awareness across the work area and ensure adequate resources are made available for HSW programs and initiatives;
- Encourage participation in [Monash Wellbeing initiatives](#);
- Monitor and review HSW key performance indicators for the work area;
- Ensure HSW performance is included in worker performance feedback;
- Ensure the work unit has a full complement of safety personnel (e.g. Safety Officers, First Aiders, Emergency Wardens);
- Ensure that HSW is regularly included in all worker and management meetings; and
- Ensure that risks associated with activities under their supervision are appropriately controlled.

1.2 Safety Officers

- Complete all HSW training in accordance with the [HSW Training Requirements Matrix](#);
- Monitor HSW training compliance within their area;
- Assist in the management of HSW hazards and risks within the local area;
- Promote HSW awareness to enhance safety culture across the work area;
- Advise workers & students of upcoming local HSW Committee meetings, inviting them to raise issues and ensure the distribution of meeting minutes;
- Assist with the implementation of strategic HSW objectives;
- Participate in relevant University organised HSW events e.g. Safety Officer Network meetings, working groups and forums; and
- Attend relevant external HSW events.

1.3 Emergency Wardens, First Aiders and First Aid Coordinators

- Complete all HSW training in accordance with the [HSW Training Requirements Matrix](#);
- Are encouraged to attend University level networking events and information sessions e.g. webinars; and
- Utilise MSpace and other communication tools to network and share ideas.

1.4 Other Specialty Officers (e.g. Biosafety, Radiation and Laser Safety Officers)

- Complete all HSW training in accordance with the [HSW Training Requirements Matrix](#);
- Are encouraged to attend University level networking events and information sessions; and
- Utilise MSpace and other communication tools to network and share ideas.

1.5 All Workers

- Complete all HSW training in accordance with the HSW Training Requirements Matrix;
- Are encouraged to participate in local HSW initiatives, e.g. Safety Day, Global Walk Run, RUOK Day;
- Participate in an HSW related training as directed by the relevant Performance Manager;
- Report HSW hazards, near misses and incidents;
- Actively participate in:
 - The review of local HSW documentation;
 - The development of HSW risk assessments and/or safe work instructions;
 - Emergency evacuation drills; and
- Participate in workplace inspections, where agreed upon.

2. Responsibility for Implementation

A comprehensive list of HSW responsibilities is provided in the document [HSW Roles and Responsibilities standard](#). A summary of responsibilities with respect to this standard is provided below.

Performance Supervisors:

- Ensure that the requirements set out in the Monash HR standards below are met:
 - [Staff Development standard – Performance development process: Academic staff](#)
 - [Staff Development standard – Performance development process: Professional staff](#)

Managers and Supervisors:

- Liaise with Monash HR for including key responsibilities and selection criteria in Position Descriptions for remunerated safety roles (includes fractional appointments); and
- Ensure that HSW performance is included and monitored in worker performance discussions via the performance development process.
- Ensure that HSW training requirements are identified using the [Training Needs Analysis Checklist](#) in accordance with the [HSW Induction and Training standard](#) and recorded in myPlan.

Monash HR:

- Provide advice to managers and supervisors for the inclusion of HSW into position descriptions;
- Ensure that the 'Legal compliance' section of the position description includes reference to the [HSW Roles and Responsibilities standard](#); and
- Ensure that the Performance Development Process training programs include information on the requirement for HSW training relevant to the worker's role to be identified using the [Training Needs Analysis Checklist](#) and recorded in myPlan in accordance with the [HSW Induction and Training standard](#).

Monash Health, Safety & Wellbeing (HSW):

- Provide advice to managers and supervisors on suitable HSW performance development goals for workers.

3. Tools

3.1 The following tools are associated with this standard:

[HSW Training Requirements Matrix](#)

[Training Needs Analysis Checklist](#)

4. Records

Performance development records are retained in accordance with the:

[Staff Development standard – Performance development process: Academic staff](#)

[Staff Development standard – Performance development process: Professional staff](#)

5. Definitions

Key word	Definition
Performance Supervisor	The person who is responsible for managing the performance of a worker.
Performance Development Process	Planning, review and reporting process to support workers and supervisors to manage the performance development in a timely and consistent way.

GOVERNANCE

Parent policy	HS&W Policy
Supporting documents	Monash University HSW documents HSW Roles and Responsibilities standard HSW Induction and Training standard
Supporting schedules	N/A
Associated documents	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems
Related Legislation	Occupational Health and Safety Act 2004 (Vic)
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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: • Conversion of Procedure to a HSW Standard • Transition Procedure out of University Policy Bank on to HSW website