

HEALTH SURVEILLANCE PROCEDURE

SCOPE

This Procedure relates to all activities under the management and control of Monash University in Australia and applies to affected staff, students, contractors and visitors.

Australian campuses only are covered by the certification to OHS AS 18001 and AS 4801.

PROCEDURE STATEMENT

This procedure sets out the requirements of the Health Surveillance program at Monash University to:

- Ensure the early detection and prevention of any adverse health effects on staff/students; and
- Assist in the evaluation of risk control measures.

1. Abbreviations

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

2. Health Surveillance Process

2.1 A risk assessment must be undertaken to determine if Health Surveillance is required for any given hazard using the [Risk management program](#). Health Surveillance must not be used as an alternative to the implementation of risk control measures. Health Surveillance should be carried out where a risk assessment shows that the following criteria apply:

- There is an identifiable disease or adverse health condition relevant to the work performed;
- Valid techniques are available to detect indications of the disease (e.g. spirometry, audiometry);
- There is reasonable likelihood that the disease or condition may occur under the particular work conditions; or
- It is required by legislation.

2.2 Where higher order controls are not reasonably practicable and therefore lower order controls such as PPE are used, the correct implementation is subject to human error, and as such the effectiveness of these in eliminating the risk cannot be guaranteed. When Health Surveillance is required, the area must consult with their local safety personnel, OHS Consultant/Advisor and the OHS Health Team, to make the appropriate arrangements. Typical hazards that may require Health Surveillance include:

- Hazardous substances (especially carcinogens)
- Biologicals
- Noise

3. Who Pays for Health Surveillance?

- 3.1 The cost of any investigations or interventions required for Health surveillance will be met by the academic/administrative unit. Numbered sub-point

4. Hazardous Substances

- 4.1 Health Surveillance is necessary when it has been determined through a risk assessment that a person is exposed to any of the substances listed in the Guidelines to Health Surveillance [NOHSC: 7039(1995)] as below.

- acrylonitrile
- inorganic arsenic
- benzene
- cadmium
- inorganic chromium
- creosote
- isocyanates
- inorganic mercury
- 4,4' – methylene bis 2–chloroaniline (MOCA)
- organophosphate pesticides
- pentachlorophenol (PCP)
- polycyclic aromatic hydrocarbons (PAH)
- crystalline silica
- thallium
- vinyl chloride

5. Responsibility for Implementation

- 5.1 A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). A summary of the specific responsibilities relevant to Health Surveillance is provided below.
- 5.1.1 **Occupational Health Team, OH&S:** The responsibilities of the Occupational Health team, OH&S include:
- Coordinating the University's Health Surveillance program;
 - Maintaining records of assessment according to the [OHS Records Management procedure](#); and
 - Liaising with OHS Consultants and management regarding corrective actions and controls to address and to prevent recurrences of adverse monitoring results.
- 5.1.2 **Staff & Students:** It is the responsibility of staff and students to follow the direction of the University in relation to Health Surveillance requirements and participate in the OHS risk management process including reporting of hazards that they identify in their workplace.
- 5.1.3 **Heads of Academic/Administrative Units:** It is the responsibility of the head of the academic/administrative unit to ensure that procedures are in place in their area to identify staff or students who require Health Surveillance.
- 5.1.4 **Supervisors:** It is the responsibility of supervisors to ensure staff or students who require Health Surveillance are identified and provided with access to Health Surveillance processes, including baseline and exit medicals, as required.

6. Records

- 6.1 For OHS Records document retention please refer to: Numbered sub-point
[Monash University OHS Records Management Procedure](#).

DEFINITIONS

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

Key word	Definition
Health Surveillance	Health Surveillance is the systematic monitoring of 'at risk' staff for any adverse effects of work on their health as it relates to their duties. It is delivered through medical assessment and testing (e.g. hearing tests, lung function tests, biological monitoring)

GOVERNANCE

Parent policy	OHS Policy
Supporting schedules	N/A
Associated procedures	<p>Australian and International Standards</p> <p>AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.</p> <p>OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements</p> <p>Monash University OHS Documents</p> <p>Using Chemicals Procedure</p> <p>Using Animals and Biologicals Procedure</p> <p>OHS Records Management Procedure</p> <p>Occupational Noise Exposure OHS Information Sheet</p>
Legislation mandating compliance	<p>Occupational Health and Safety Act 2004 (Vic)</p> <p>Occupational Health and Safety Regulations 2017 (Vic)</p> <p>Occupational Health and Safety (Noise) Regulations 2004 (Vic)</p> <p>Guidelines to Health Surveillance [NOHSC: 7039(1995)].</p> <p>National Model Regulations for the Control of Workplace Hazardous Substances.</p>
Category	Operational
Endorsement	<p>Monash University OHS Committee</p> <p>18 June 2019</p>
Approval	<p>Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor)</p> <p>16 July 2019</p>
Procedure owner	Manager, OH&S
Date effective	July 2019
Review date	July 2022
Version	5.0
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
2	November 2010	Health Surveillance procedure at Monash University, v2
3	November 2013	<ol style="list-style-type: none"> Simplified title to "Health Surveillance procedure" Reference to "controlled entities" was removed from the Scope.

		<ol style="list-style-type: none"> 3. Updated Definitions and Specific Responsibilities sections to include only terms relevant to procedure. 4. Simplified Section 6 to include only the general process for determining Health Surveillance requirements. Removed guidance table.
4	November 2016	<ol style="list-style-type: none"> 1. Inserted criteria for assessing Health Surveillance requirements. 2. Include hazardous substances requiring Health Surveillance. 3. Removed reference to Laser Safety and Ionising Radiation as these are not subject to Health Surveillance.
4.1	August 2017	<ol style="list-style-type: none"> 1. Updated logos in header 2. Updated OHS Regulations to 2017
5.0	July 2019	<ol style="list-style-type: none"> 1. Added statement regarding responsibility of payment of Health Surveillance requirements. 2. Updated Scope to reflect that only Australian campuses are covered by the certification to OHS AS 18001 and AS 4801.