Unresolved or outstanding OHS issue raised

Believed to be an immediate risk issue? (2.2.1)

Inform Manager, Supervisor or Safety Officer and/or HSR and consult on issue (2.1.2)

Attempt to resolve issues in consultation with affected parties when agreed timeframes (2.1.4)

Cease work and inform HSR, Safety Officer or Manager responsible for the work activity (2.2.2)

Manager, Supervisor or Safety Officer must notify OH&S of cease work order and ensure work does not recommence (2.2.3)

Work to resolve issue in consultation with and to the satisfaction of all parties affected.

Has an agreed resolution been reached?

Assign employer representative to oversee completion of actions to resolve issue (2.1.8)

Document the issue, the agreed resolution steps and timeframes in SARAH (2.1.9)

If relevant, report outcomes to the local OHS Committee (2.1.10)

Raise issue with next level management and continue towards issue resolution (2.1.5)

If required, engage OH&S, internal or external MU subject matter expertise to assist (2.1.6)

Has an agreed resolution been reached?

Any party may request attendance by the local safety Regulator/Authority to assist with resolving issue (2.1.7)

Inspector meets with affected parties and issues a direction for actions to be taken

Take action in accordance with local safety Regulator/Authority requirements

Is the issue across the University?

Raise issue at the Monash University OHS Committee (MUOHSC)

ISSUE RESOLVED

Yes

No

Yes

No

Yes

No

Health and safety issues should be first raised with the relevant Manager, Supervisor or Safety Officer, either directly or through (when available) the area’s Health and Safety Representative (HSR). If the concern is addressed to the satisfaction of all parties, there is no need to follow the formal issue resolution process outlined in this flowchart.

For the latest version of this document please go to: http://www.monash.edu.au/ohs