

HSW ASSURANCE, EVALUATION AND COMPLIANCE STANDARD

1.0 PURPOSE & SCOPE

This Standard defines the requirements for monitoring workplace health and safety, evaluating performance indicators, and conducting periodic management reviews. These processes ensure that the Health, Safety and Wellbeing Management System (HSWMS) remains suitable, adequate, and effective in preventing injury and ill health, while continually identifying areas for improvement.

This Standard relates to all activities under the management and control of the Monash Group and applies to all affected persons, including staff, students, contractors, and visitors. Unless indicated otherwise, references to "the Monash Group" encompass activities at:

- Monash University Australia
- Monash University Malaysia
- Monash University Indonesia
- Monash Suzhou
- The Monash University Prato Centre
- Monash College Pty Ltd
- World Mosquito Program Ltd (and its subsidiaries)

2.0 MONITORING WORKPLACE HEALTH AND SAFETY

2.1 Health Monitoring

Heads of Schools/Units, Operational Managers/Supervisors, Safety Officers, and the Health, Safety and Wellbeing (HSW) team will monitor this information to proactively support worker health:

Incident and Hazard Reports: Systematic review of reports regarding workplace incidents, near misses, and occupational hazard exposure via the Managing HSW Hazards and Incidents Standard.

Claims Monitoring: Monash HR and Monash College HSW shall monitor de-identified WorkCover claims data (Australia). In Malaysia, HR shall monitor Social Security Organisation (SOC SO) claims.

Health Surveillance: Workers engaged in hazardous activities likely to lead to ill health must participate in the health surveillance program, as governed by the [Health Surveillance Standard](#).

2.2 Workplace Safety Monitoring

Workplace health and safety risks shall be monitored through:

Risk Registers: Regular review of the HSW Risk Register (Australia) or Monash University Malaysia (MUM) HSW Risk Register (Malaysia), local risk registers and local area assessments.

Essential and Life Safety Systems: In Australia, Buildings and Property (B&P) shall monitor Essential and Life Safety Measures. In Malaysia and Indonesia, Facilities Management shall monitor emergency and fire service systems.

Inspections: Managers and Supervisors or their delegate shall ensure regular workplace inspections are conducted to verify that hazards are managed and to check fire equipment and first aid kits.

Contractor Monitoring: Contractor monitoring shall be done in accordance with the [Contractor Management Standard](#).

Equipment Maintenance: Managers and Supervisors or their delegate shall ensure equipment used to monitor hazards (e.g., radiation, gas, noise) is calibrated and maintained according to manufacturer specifications and legislation. Maintenance records must be kept locally.

2.3 Monitoring Controls and HSW Actions

Managers, Supervisors or their delegate and affected persons shall monitor the implementation and effectiveness of HSW risk controls through consultation and direct observation (inspections or spot checks). Findings and required HSW actions shall be recorded in the Workplace Inspection Checklist within Safety & Risk Analysis Hub (SARAH).

Safety Officers are responsible for regularly reporting to Heads of Unit/ Operational Managers and local committees on the completion of HSW actions (from audits, inspections, or reports) via PowerBI, HSW Plans, and local records.

Local HSW committees are responsible for monitoring and escalating deficits to appropriate parties.

2.4 Training and Competency

Operational Managers/Supervisors or their delegate must:

- Monitor to ensure all staff, contractors and visitors students under their supervision have completed the mandatory online HSW Induction and that there is a process for a Local Area HSW Induction
- Ensure that there is a process for identifying the training needs of all staff, students and visitors under their supervision and ensure that training needs are discussed as part of the local area induction
- Review the training needs of staff, students and visitors regularly if:
 - They have taken on a safety role with training needs;
 - Their work activities have been modified;
 - They are not able to demonstrate competency.

- Training records are available via PowerBI or SINE dashboards.

2.5 Legal and Other External Requirements

Group Risk, Compliance and Governance, Legal Compliance Officers (LCO), and HSW Leaders monitor changes to legal requirements. The LCO identifies legal requirements for HSWMS inclusion via:

- Consultation with Monash University Group Risk, Compliance and Governance or the Quality and Governance Unit (MUM).
- Legislative updates from authorities (e.g., WorkSafe Victoria, Department of OHS Malaysia).
- Legal subscription services.
- Expert advice from legal advisors and government regulator feedback during workplace entries.

Updates to international and national standards are monitored by the HSW Team to determine which "Other External Requirements," such as non-mandatory codes of practice or industry guidelines, should be adopted. Updates to OHS legislation and other external requirements are communicated to local committees by HSW Consultants/Advisors.

3.0 MONITORING THE HSW MANAGEMENT SYSTEM (HSWMS)

3.1 HSWMS Auditing

Heads of Schools/Units shall ensure the HSWMS Self-Assessment is completed at least annually to monitor system implementation. Formal internal and external audits shall be conducted under the direction of the Monash Health, Safety and Wellbeing team to systematically evaluate compliance, identify best practices and recommend improved frameworks with findings recorded and actioned appropriately.

• Audit Types and Scoping

The Monash Group undertakes the following types of audits:

Internal HSW Audits: System-wide or hazard-specific assessments conducted under the direction of the central HSW team by appointed, competent auditors who are independent of the operational area being reviewed.

Certification and Surveillance Audits: External audits administered by a Joint

Accreditation System of Australia and New Zealand (JAS-ANZ) accredited organisation with the authority to certify the University's HSWMS against ISO 45001:2018.

• Risk-Based Auditee Selection

Operational areas are selected for auditing and schedules are prepared and maintained by the HSW team, or the Occupational Health, Safety & Environment Unit (MUM) (OHSE) in

Malaysia and approved by the Monash University Occupational Health & Safety Committee (MUOHSC) and OHSE Committee (MUM) respectively.

Audit programs are established using a risk-based selection model considering the following criteria:

- The level of inherent hazard risk associated with local activities and the total volume of workers in the area
- The time interval elapsed since the last formal audit and historical performance results
- Recent incidents, management reviews, operational changes, or identified system non-conformances
- External regulatory entries, inspections, or improvement notices.

● **Timeline and Reporting Protocols**

Notifications: Stakeholders are formally notified via email at least five weeks prior to the audit. A pre-audit meeting will be offered to outline scope, logistics, and documentation targets.

Evidence Collection: Preliminary findings are delivered at the audit conclusion. Auditees have up to three business days to submit any outstanding evidence.

Reporting: The Lead Auditor will draft the report within four weeks. The HSW team will review it within one week, and the operational area has two weeks to provide written feedback before the final report is distributed within three business days.

Definitive Ratings and Rectification Action Plans: Non-conformances trigger mandatory management plans in accordance with the [Management of HSW Actions Standard](#).

Major Non-Conformance/ Minor Non-Conformance: A corrective management plan must be formally documented within two weeks of the final report issuance and follow-up verification audits may be initiated.

Opportunity for Improvement (OFI): Whilst not mandatory, it is encouraged that an action plan for identified Opportunities for Improvement (OFI) be documented.

3.2 Document Review

Cyclic Review: The Monash HSW team (Australia) or OHSE team (Malaysia) shall monitor the periodic review of HSW policies, procedures, standards and central risk registers in accordance with the [HSW Document Control and Retention Standard](#)

Local Review: Local HSW committees shall monitor the review of unit-level risk registers and HSW plans. Managers and Supervisors shall ensure local safe work instructions, risk assessments, and other safety information is current.

4.0 EVALUATION OF HSW PERFORMANCE

The following evaluation frameworks define the performance indicators, operational tools, and diagnostic questions used to systematically evaluate HSW performance and identify structural areas for improvement.

4.1 Reduce Frequency and Severity of Injuries and Ill Health

Performance Indicators	Tools	Evaluation Questions
Review incident reports, particularly lost-time injuries (LTI), to analyse numbers, severity, agency, and mechanisms.	HSW PowerBI Dashboard, SARAH Dashboard	What was the cause of recent HSW incidents, and are there any trends? Are there opportunities to eliminate or reduce risk?

4.2 Fix it Before Someone Gets Hurt

Performance Indicators	Tools	Evaluation Questions
Review hazard reports to analyse numbers, potential severity, nature of injury and risk cause	HSW PowerBI Dashboard, SARAH Dashboard	Has there been an increase in specific types of hazards? Are there opportunities to eliminate or reduce risk?

4.3 Respond Quickly and Effectively to Incidents and Hazards

Performance Indicators	Tools	Evaluation Questions
Action plans for hazard and incident reports are entered in SARAH within 1 week of the report.	HSW PowerBI Dashboard, SARAH Dashboard	Did any reports have action plans entered more than one week after the report was submitted? Are there barriers for Managers/Supervisors to respond quickly? For example, are reports assigned to the most appropriate person? Do Managers/Supervisors understand what they need to do?
Action plans are completed within the agreed timeframe.	HSW PowerBI Dashboard, SARAH Dashboard	Do any hazard or incident reports have overdue action plans? Should the action plans

Performance Indicators	Tools	Evaluation Questions
		be extended, and if so, do Managers/Supervisors know how to do this? What are the barriers to completing action plans on time?
HSW actions are effective in eliminating or reducing risk.	HSW PowerBI Dashboard, SARAH Dashboard	Are risk levels decreasing after hazard and incident reports are closed? Are action plans addressing the root cause of the issue?

4.4 Continuously Improve our HSW Management System

Performance Indicators	Tools	Evaluation Questions
Regular checks of the work area and work practices identify improvements in HSW management.	HSW plans; Risk registers/assessments; Workplace inspections; Evacuation drills; Audits; Self-assessments; HSW committee meetings.	What opportunities are there in your work area to improve how HSW is managed? Are HSW actions implemented in a timely manner, and are they effective? Can you share your work area's best practice with other areas?
Local HSW documents are regularly reviewed and updated to include current requirements.	Local HSW document register; SWI templates.	Are there any new HSW documents needed in your work area, or are any obsolete?
Local HSW committees are in place and meet at least quarterly; changes to requirements are discussed.	HSW Committee ToR, agenda, and minutes templates; HSW Consultant's report.	Are there any ways for the HSW committee to improve how it oversees local HSW management?

4.5 Ensure HSW Compliance

Performance Indicators	Tools	Evaluation Questions
All central and local HSW induction and training requirements are completed in the work area.	HSW PowerBI Dashboard; SINE Dashboard; Training Matrix; Training Needs Analysis;	Are staff, students, visitors, and contractors completing HSW induction and training requirements? Are Managers/Supervisors and

Performance Indicators	Tools	Evaluation Questions
	Local induction checklists/records.	safety personnel completing their required training? Are there any barriers to completion or opportunities for improvement?

4.6 Enhance our Community's Health and Wellbeing

Performance Indicators	Tools	Evaluation Questions
A range of wellbeing and social cohesion programs are provided; minimum 30% staff participation in central programs.	HSW PowerBI Dashboard; MyDevelopment.	Are work areas providing wellbeing and social events? Can you share your successes with other work areas? Are there any trends in non-attendance? What are the barriers, and are there opportunities to include them?

5.0 HSWMS MANAGEMENT REVIEW

5.1 Review Process and Workflow

The Management Review is the primary mechanism for evaluating the continuing suitability, adequacy, and effectiveness of the HSWMS. The workflow follows a continuous improvement cycle:

- Inputs: Collection of performance data and contextual changes.
- Process: Evaluation of data by the HSW team, local work areas and Top-level Committees.
- Outputs: Decisions and actions to update the HSWMS and strategic direction.

5.2 Review Inputs

Management reviews must consider:

- Status of actions from previous management reviews
- Changes in internal and external issues relevant to the HSWMS management system.
- Changes in:
 - Interested parties' needs and expectations
 - Legal and other requirements

- Risks and opportunities.
- Achievement of HSW policy and objectives
- HSW performance and trends, including:
 - Incidents and near misses
 - Nonconformities and corrective actions
 - Monitoring and measurement results
 - Compliance evaluation results
 - Internal audit results
 - Worker consultation and participation.
 - Adequacy of resources
- Relevant communications from interested parties.
- Opportunities for continual improvement.

5.3 Review Outputs

A management review report shall be prepared and tabled periodically at the Monash University Occupational Health and Safety Committee (MUOHSC) and local HSW committees as appropriate.

The review must result in decisions and actions concerning:

- Continued suitability, adequacy, and effectiveness of the HSWMS management system
- Opportunities for continual improvement
- Need for changes to the HSWMS management system
- Resource needs
- Actions required to address issues identified
- Opportunities to better integrate HSW into business processes
- Implications for the organization's strategic direction

Decisions and actions resulting from the review must be implemented to facilitate the continual improvement of HSW performance and inform the review and ongoing management of relevant risks and the strategic direction of the HSWMS.

6.0 ROLES & RESPONSIBILITIES

6.1 Health, Safety and Wellbeing Leaders

- Conduct periodic HSWMS reviews to determine suitability, adequacy, and effectiveness.
- Prepare written reports of findings and recommendations.
- Implement output actions as agreed by top-level HSW Committees.

6.2 Monash HSW team and OHSE (Malaysia)

- Oversee HSW monitoring and performance evaluation processes across the Monash Group.
- Identify HSW trends and opportunities for system-wide improvement.
- Monitor the periodic review of central HSW policies, procedures, standards and tools.

6.3 Heads of Schools/Units and Safety Officers

- Monitor worker's health and safety using the tools and indicators defined in this standard.
- Perform annual HSWMS Self-Assessments.
- Monitor the performance of appointed HSW roles and HSW plan progress

6.4 Local HSW Committees

- Review performance indicators and worker's feedback regularly.
- Ensure HSW actions are closed out within agreed timeframes.
- Monitor the review of local risk registers and HSW plans.
- Monitor and escalate deficits to appropriate parties.

6.5 Managers and Supervisors

- Monitor the health and safety of workers and the effectiveness of risk controls in their areas.
- Ensure all HSW requirements, inductions, and training are implemented and documented.
- Ensure local documents (SWIs, assessments) remain current.

7.0 DEFINITIONS

Key word	Definition
Essential Safety Measures	Services that the interruption of which would endanger the life, health or personal safety of any person. Examples include fire and smoke doors, sprinkler systems, gas detection and exit signs.
HSW Monitoring	A systematic process of observing how activities are being performed and assessing whether this is consistent with documented HSW risk management practices, standards and legislative requirements.
HSW Performance	Measurement and evaluation of the effectiveness of the HSW Management System, to identify areas for improvement.
Legal Compliance Officer	A Monash staff member with local expertise and knowledge of a particular area of the University's operations who consults with the Risk and Compliance Unit to identify and maintain the

Key word	Definition
	University's regulatory obligations relevant to the activities of their work area.
Legal Requirements	HSW requirements listed in relevant legislation (Acts, Regulations), including any international or national standards, codes, or guidelines called up in an Act or Regulation.
Life Safety Measures	Services to which an interruption would endanger the life, health or personal safety of any person. Examples include safety showers, duress alarms and power isolation devices.
Other External Requirements	Relevant government compliance codes, codes of practice, and international/national standards not explicitly mandated by law but adopted by the HSWMS.
Workers	Person performing work or work-related activities that are under the control of the Monash Group.

8.0 GOVERNANCE & RECORDS

8.1 Records Retention

All HSW monitoring and review records must be retained in accordance with the University's central [Information Governance and Recordkeeping Procedure](#)

8.2 Tools

- HSWMS Self-Assessment
- HSW Cyclic Events Checklist
- HSW Committee Agenda and Minutes templates
- SARAH Dashboard
- PowerBI Dashboards (HSW and SINE)
- Workplace Inspection Forms

8.3 Governance Framework

Governance	Details
Parent Policy	HSW Policy
ISO 45001 Alignment	• Clause 6.1.3 (Legal and other requirements) • Clause 9.1 (Monitoring, measurement, analysis and performance evaluation) • Clause 9.1.2 (Evaluation of compliance), • Clause 9.2 (Internal audit) • Clause 9.3 (Management review)
Supporting Documents	• Emergency Management Standard • Health Surveillance Standard • Management of HSW Actions Standard • Managing HSW Hazards and Incidents Standard • HSW Engagement 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) • Occupational Health and Safety Regulations 2017 (Vic) • Occupational Safety and Health Act 1994 (Malaysia)
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8.4 Document History

Version	Date Approved	Changes Made to Document
1.0	September 2026	New document following consolidation of the previous HSW Management Reviews Standard, HSW Legal and Other External Requirements Standard, HSW Management System Audit Standard and HSW Monitoring and Performance Evaluation Standard.