OHS Records Management at Monash University

A summary of the requirements for OHS records management is provided in the tables below.

Records to be retained in the Safety and Risk Analysis Hub (SARAH)

Records	Name	Description	Required Retention Period	Monash University Disposal class	Authority Disposal Class/ Requirement	Monash OHS Reference Document	Disposition Rules	Comments
Hazard and incident reports	Incidents or accidents resulting in death or serious injury	Records documenting the investigation of accidents or incidents resulting in death or serious injury. Includes records of investigations carried out by the university, and copies of records received from external regulators and from the Coroner.	30 years	08.4.1	PROS 24/03 2.1.3	Managing Hazards and Incidents Procedure	Destroy 30 years after action completed.	Records are automatically stored on the SARAH system.
Hazard and incident reports	Incidents - less serious	Detailed accident or incident reports where a fatality or serious injury did not occur.	7 years after accident/ incident occurred	08.4.3	PROS 24/03 2.2.1	Managing Hazards and Incidents Procedure	Destroy 7 years after action completed.	Records are automatically stored on the SARAH system.
Risk assessments	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	OHS Risk Management Procedure	Destroy 30 years action completed.	Records are automatically stored on the SARAH system.

Records to be kept by academic/administrative units

Records	Name	Description	Retention Period	Monash University Disposal class	Authority Disposal Class/ Requirement	Monash OHS Reference Document	Disposition Rules	Further Comment
Minutes of local OHS committee meetings	OH&S Advice	Records documenting advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace.	7 years	08.2.3	PROS 24/03 2.2.7	OHS Roles, Responsibilities and Committees Procedure	Destroy 7 years after action completed.	Saved into TRIM when no longer required in unit.
Minutes of OHS consultation meetings (e.g., regarding changes to the workplace, construction, renovation)	OH&S Advice	Records documenting advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace.	7 years	08.2.3	PROS 24/03 2.2.7	OHS Consultation Procedure	Destroy 7 years after action completed.	Master set of minutes to be saved into TRIM when no longer required in unit. Copies can be destroyed when no longer needed.
Provisional improvement notices issued by Health and Safety Representatives	Non- compliance notices	Records documenting non-compliance notices received.	7 years	08.1.6	PROS 24/03 2.2.14	Health & Safety issue resolution procedure	Destroy 7 years after action completed.	Save notice into TRIM.
Training records of OHS training provided by academic/administrative unit, including: ● Attendees and ● Short description of training content	Staff attendance at training courses.	Records documenting the recognition of all participants who attended and completed the training course, including the records of student results, and awarding of any certificates. Includes training that is not accredited by the Australian Qualifications Framework such as training on induction, training of volunteers and occupational health & safety training.	2 years after employee's date of separation from the University	09.13.6	PROS 16/02 1.1.4 AS-NZS-ISO45001 – Section 7.2	OHS Induction & Training at Monash University	Destroy 2 years after employee's date of separation from the University	

Records of completion of workplace inspections	Routine inspections & assessments	Records documenting routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing.	7 years	08.1.2	PROS 24/03 2.2.9	OHS Monitoring Procedure	Destroy 7 years after action completed.	
Records of audits, including: ● Self-audits ● Internal audits ● External audits Certification audits	Routine inspections & assessments	Records documenting routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing.	7 years	08.1.2	PROS 24/03 2.2.9	OHS Audit Procedure	Destroy 7 years after action completed.	
Records of corrective actions taken and controls used to address system or procedural deficiencies and non-conformances	Implementation of regulator recommendation	Records documenting implementation of measures to address recommendations made by regulators.	7 years	08.1.3	PROS 24/03 2.2.13	OHS Audit Procedure	Destroy 7 years after action completed.	
Records of Persons who worked with a Scheduled Carcinogenic substance	Regulatory Compliance	Records documenting compliance with provisions of the OHS regulations.	30 years	N/A	OHS Regulations 2017 Regulation 175,3	Using Chemicals Procedure	Destroy 30 years after action completed.	

Poisons Control Plan (PCP)	OH&S regulatory compliance, licences & permits	Records documenting regulatory compliance including health and safety licence and permit applications and renewals.	Reviewed annually at time of permit renewal Records of review to be retained for the life of the PCP (and not less than three years) 7 years	08.1.5	PROS 24/03 2.2.10	Purchase and Storage of Scheduled Poisons poster	Destroy 7 years after action completed.	
Laboratory, academic/ administrative unit records of purchases of Ionising radiation sources	Monitoring of hazardous substances	Records documenting environmental monitoring of hazardous substances stored or present.	7 years	08.3.1	PROS 24/03 2.2.11	Using Ionising Radiation Procedure	Destroy 7 years after action completed.	
Surveys of laboratories for Ionising radiation contamination	Monitoring of hazardous substances	Records documenting environmental monitoring of hazardous substances stored or present.	7 years	08.3.1	PROS 24/03 2.2.11	Using Ionising Radiation procedure	Destroy 7 years after action completed.	

Records to be kept by Buildings & Property Division (Projects, Planning & Services)

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ Requirement	Monash OHS Reference Document	Disposition Rules	Further comment
Contractor registration forms	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Certificates of currency of contractors, e.g. workers compensation, public liability, professional indemnity	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Contractor OHS induction records	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Evidence of contractor competency (trade or academic references)	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Completed Job Safety Analysis	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Completed work permits	Engagement of suppliers	Records relating to the engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers.	7 years	05.2.4	PROS 07/01 3.2.1	Contractor OHS management Procedure	Destroy 7 years after terms of contract expire.	
Cooling tower registration, test, inspection & maintenance records	Regulatory compliance	Records documenting the maintenance, repair and testing of cooling tower systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.	7 years	05.4.5	PROS 07/01 14.11.2	OHS Monitoring Procedure	Destroy 7 years after administrative use is concluded.	

NATA test results for fume cupboards	OH&S regulatory compliance, licences & permits	Records documenting regulatory compliance, including health and safety licence and permit applications and renewals.	7 years	08.1.5	PROS 24/03 2.2.10	OHS Monitoring Procedure	Destroy 7 years after action completed.	
List of registered plant and equipment	Hazardous equipment and stores	Records documenting the storage of hazardous equipment and stores within the university. Includes records documenting location management and stock control and identifying substance properties and details of their condition.	10 years	05.2.3	PROS 07/01 4.8.2	OHS Monitoring Procedure	Destroy 10 years after action completed.	List must be kept current
Minutes of OHS consultation meetings, e.g. re changes to work place, construction, renovation and maintenance.	OH&S advice	Records documenting advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace.	7 years	08.2.3	PROS 24/03 2.2.7	OHS Consultation Procedure	Destroy 7 years after action completed.	Master set of minutes to be scanned saved into TRIM when no longer required in unit. Copies can be destroyed when no longer needed.
Copy of plans for construction, renovation and maintenance and correspondence containing OHS recommendations	OHS advice	Records relating to the receipt and provision of advice on the OHS function	7 years	08.2.3	PROS 24/03 2.2.7	OHS Consultation procedure	Destroy 7 years after action completed.	

Records to be kept by Monash Health Safety & Wellbeing (HSW)

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
Results of monitoring and measurement programs, corrective actions and control plans, including:	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	OHS Monitoring Procedure	Destroy 30 years after action completed.	
Results of monitoring and measurement programs, corrective actions and control plans, including	Health, Safety & Wellbeing Programs	Records documenting the establishment, evaluation, and review of health, wellbeing and safety plans and programs implemented to comply with legislative and regulatory compliance. Programs may deliver support services to employees, volunteers and/or contractors. Includes the purpose and scope of the plan/program, legislative requirements, intended audience, and eligibility.	30 years	08.5.1	PROS 24/03 2.1.1	OHS Monitoring Procedure	Destroy 30 years after action completed.	
Asbestos Register	Hazardous Substance Register	Hazardous substance register (including asbestos register) identifying substance properties and details of their condition.	100 years	08.3.2	PROS 07/01 14.11.7	Asbestos Management procedure	Destroy 100 years after last entry.	
Cooling Towers	Maintenance of cooling towers	Records documenting the maintenance, repair and testing of cooling tower systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.	7 years	05.4.5	PROS 07/01 14.11.2		Destroy 7 years after action completed.	
Noise assessment records	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	OHS Monitoring Procedure	Destroy 30 years after action completed.	

		activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.						
Legislation documentation for ionising radiation sources	OH&S regulatory compliance, licences & permits	Records documenting regulatory compliance, including health and safety licence and permit applications and renewals.	7 years	08.1.5	PROS 24/03 2.2.10	Using Ionising Radiation Procedure	Destroy 7 years after action completed.	
Unsealed sources license documentation managed by OH&S	Regulatory Compliance	Monash University's DHHS Radiation Management License managed by OH&S.	Indefinitely		Radiation Act 2005, Radiation Regulations 2017	Using Ionising Radiation Procedure		
Non-ionising radiation survey reports	OH&S regulatory compliance, licences & permits	Records documenting regulatory compliance, including health and safety licence and permit applications and renewals.	7 years	08.1.5	PROS 24/03 2.2.13	Using Ionising Radiation Procedure	Destroy 7 years after action completed.	
Records of audits, including: ● self-audits ● internal audits ● external audits ● certification audits	Routine inspections & assessments	Records documenting routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing.	7 years	08.1.2	PROS 24/03 2.2.9	OHS Audit Procedure	Destroy 7 years after action completed.	
Policy documentation	University-wide policy	Records documenting a policy, including its formulation, or functional activities, strategic planning and management matters affecting the whole university.	Permanent	07.7.1	PROS 07/01 13.1.1	OHS Document Control & Retention Procedure	Permanent Archive after administrative use is concluded.	Scanned into TRIM when no longer required in OH&S
Improvement notices	Non- compliance notices	Records documenting non-compliance notices received.	7 years	08.1.6	PROS 24/03 2.2.14	Health & Safety Issue Resolution Procedure	Destroy 7 years after action completed.	

WorkSafe entry reports	Routine inspections & assessments	Records documenting routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing.	7 years	08.1.2	PROS 24/03 2.2.9	Health & Safety Issue Resolution Procedure	Destroy 7 years after action completed.	
Minutes of OHS consultation meetings, e.g. regarding changes to work place, construction, renovation and maintenance, new equipment risk assessments	OH&S advice	Records documenting advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace.	7 years	08.2.3	PROS 24/03 2.2.7	OHS Consultation Procedure	Destroy 7 years after action completed.	Master set of minutes to be saved into TRIM when no longer required in unit. Copies can be destroyed when no longer needed.
Personal radiation dosimetry results (including OSL)	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	Using Ionising Radiation procedure	Destroy 30 years after action completed.	

Records to be kept by OH&S Health team (confidential files)

Records	Name	Description	Retention Period	Monash University Disposal class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comment
Health surveillance results	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	Health surveillance procedure	Destroy 30 years after action completed.	WorkSafe Information on Health Monitoring
Risk Assessments	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	Risk Management	Destroy 30 years after action completed.	Records are automatically stored on the SARAH system.

Medical consultation records	Consolidated employment history	Records documenting the employment history of university employees, including permanent, temporary and casual employees, kept in a consolidated format, such as a staff file. The employment history may include records of initial appointment to subsequent promotions and/or details of any higher duties undertaken, education and professional qualifications, employment conditions, and salary details.	100 years	09.14.2	PROS 24/03 1.2	Protecting unborn and breast-fed children from the effects of maternal exposure to chemicals, biologicals, animals and radiation procedure	Destroy 100 years after date of birth.	
Immunisation Histories	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	Using Biologicals and Animals procedure Immunisation procedure Health Surveillance Procedure	Destroy 30 years after action completed.	
Bioassay and internal exposure results (where collected by OH&S)	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	30 years	08.5.2	PROS 24/03 2.1.8 & 2.1.9	Using Ionising radiation procedure Protecting unborn and breast-fed children from the effects of maternal exposure to chemicals, biologicals, animals and radiation procedure	Destroy 30 years after action completed.	

Records to be kept by Monash Talent and Leadership Development (MTLD)

Records	Name	Description	Retention Period	Monash University Disposal Class	Authority Disposal Class/ requirement	Monash OHS Reference Document	Disposition Rules	Further Comments
Training records of training provided by MTLD, including: Attendees Short description of training content	Staff attendance at training courses	Records documenting the recognition of all participants who attended and completed the training course, including the records of student results, and awarding of any certificates. Includes training that is not accredited by the Australian Qualifications Framework such as training on induction, training of volunteers and occupational health & safety training.	7 years	08.2.2	PROS 24/03 8.2.2	OHS Induction and Training Procedure	Destroy 7 years after action completed.	Records are in the myDevelopment data base.
Training course evaluation sheets	Administration of training courses	Records documenting the administrative arrangements for courses, including catering arrangements, venue bookings, and hiring of equipment. Records documenting items submitted by students, including those for assessment, such as examination papers and written assignments. Includes training that is not accredited by the Australian Qualifications Framework such as training on induction, training of volunteers and occupational health & safety training.	2 years	09.13.2	PROS 16/02 1.2.1 & 1.2.2	OHS Induction and Training Procedure	Destroy 2 years after action completed.	Records are in the myDevelopment data base