

MONASH UNIVERSITY OHS MANAGEMENT SYSTEM 2020 AUDIT PROGRAM

A representative sample of academic/administrative units have been selected to participate in the 2020 audit program in line with the University's plan to audit all units within a 3 year cycle

Audits will be conducted to:

- Assess compliance to the Monash University OHS Management System, based upon the requirements OHSAS 18001:2007 and AS 4801:2001;
- Assess the extent of implementation of the Monash University OHS Management System in the University's operations and activities;
- Verify the effectiveness of OHS policies and procedures; and
- Identify areas for improvement in managing OHS.

The audit procedure is outlined in [OHS Audit Procedure](#).

OHS SELF AUDITS

Each year, each unit/entity is responsible for completing the [Self-Audit Questionnaire](#), to provide a guide to the level of compliance of their unit/entity to the requirements of the Monash University OHS Management System and to focus on continual improvement.

INTERNAL OHS AUDITS

In addition to Self-Audits, a number of units/entities will be internally audited by auditors appointed by the Manager, OHS. The areas to be audited as part of the 2020 Internal Audit Program are:

Academic/Administration Unit	Location/s	Scheduled
Office of the Deputy Vice-Chancellor and Vice President (Enterprise).	Clayton Campus	March 2020
Monash University Libraries: <ul style="list-style-type: none"> • Peninsula Library. 	Peninsula Campus	March 2020
Vice-Provost (Research & Research Infrastructure): <ul style="list-style-type: none"> • Australian Research Data Commons (ARDC). 	Caulfield Campus	April 2020
Faculty of Medicine Nursing & Health Sciences (Research Platforms): <ul style="list-style-type: none"> • Monash Micro Imaging. 	Clayton Campus	April 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> • Faculty Administration Offices 	Clayton Campus	April 2020
Campus Community Division: <ul style="list-style-type: none"> • TeamMONASH 	Clayton Campus	May 2020
Faculty of Science: <ul style="list-style-type: none"> • School of Mathematical Sciences. 	Clayton Campus	May 2020
Monash University Libraries: <ul style="list-style-type: none"> • Law Library. 	Clayton Campus	May 2020
Monash Student Organisations: <ul style="list-style-type: none"> • Monash Student Association MSA. 	Clayton Campus	May 2019
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> • School of Rural Health. 	<u>Desk Top:</u> Clayton <u>Site Visits:</u> Warragul, Traralgon and Bendigo	June 2020
External Relations Development & Alumni.	Clayton Campus	June 2020
Monash Sustainable Development Institute.	Clayton Campus	June 2020

Faculty of Medicine Nursing & Health Sciences (Research Platforms): <ul style="list-style-type: none"> Monash Ramciotti Cryo-EM Facility. <i>*Chemical Management Audit</i> 	Clayton Campus	June 2020
Office of the Chief Operating Officer & Senior Vice-President: <ul style="list-style-type: none"> Office of the General Counsel; and PVC Major Campuses & Student Engagement. 	Clayton Campus	June 2020
Campus Community Division: <ul style="list-style-type: none"> Health Services Clayton. 	Clayton Campus	June 2020
Faculty of Law.	Clayton Campus	July 2020
Office of Chief Financial Officer & Senior Vice President: <ul style="list-style-type: none"> Financial Resources Management Division; and Research & Revenue Accounting Services. 	211 Wellington Rd Clayton	July 2020
Office of Chief Financial Officer & Senior Vice President: <ul style="list-style-type: none"> Procure to Payment Services, Stores: <ul style="list-style-type: none"> Engineering Store, G02, 17 Alliance Lane; Medicine Store, G55, 23 Innovation Walk; and Science Store, G52, 17 Rainforest Walk. 	Clayton Campus	July 2020
Faculty of Arts: <ul style="list-style-type: none"> School of Social Sciences (SOSS). 	Clayton Campus	August 2020
Office of Provost & Senior Vice-President: <ul style="list-style-type: none"> Institute of Vector Borne Disease (IVbD) 	Clayton Campus	August 2020
Office of the Chief Operating Officer & Senior Vice-President: <ul style="list-style-type: none"> Strategic Marketing & Communications. 	Clayton Campus	August 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> School of Biomedical Sciences, Physiology. 	Clayton Campus	August 2020
Office of the Vice-Chancellor & President: <ul style="list-style-type: none"> Executive Services; Internal Audit; and Risk & Compliance Unit. 	Clayton Campus	September 2020
Campus Experience & Major Events	Clayton Campus	September 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> School of Biomedical Sciences, Biomedical Sciences Teaching 	Clayton Campus	September 2020
Planning & Commercial Services.	Clayton Campus	September 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> School of Nursing & Midwifery. 	Clayton Campus	October 2020
Monash University Libraries: <ul style="list-style-type: none"> Pharmacy Library. 	Parkville Campus	October 2020
Office of the Chief Operating Officer & Senior Vice-President: <ul style="list-style-type: none"> Student Recruitment. 	Clayton Campus	October 2020

This schedule is subject to change.

OHSAS 18001:2007 AND AS 4801:2001 SURVEILLANCE AUDITS

A surveillance audit is conducted by an external certification body as part of the ongoing certification of the OHS Management System.

The areas to be audited as part of the 2020 Surveillance Audit Program are:

Academic/Administration Unit	Location/s	Scheduled
Vice-Provost (Research & Research Infrastructure): <ul style="list-style-type: none"> • Monash Biomedical Imaging. 	Clayton Campus	July 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> • Monash Animal Research Platform. 	Clayton Campus	July 2020
Faculty of Science: <ul style="list-style-type: none"> • School of Physics & Astronomy. 	Clayton Campus	July 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> • School of Psychological Sciences. 	Clayton Campus	July 2020
Buildings & Property Division: <ul style="list-style-type: none"> • Contractor Management. 	Clayton Campus	July 2020
Faculty of Medicine Nursing & Health Sciences: <ul style="list-style-type: none"> • School of Clinical Sciences at Monash Health. 	Monash Medical Centre	July 2020
Faculty of Arts: <ul style="list-style-type: none"> • School of Media Film & Journalism (MJF). 	Caulfield Campus	July 2020
Monash University Museum of Art (MUMA).	Caulfield Campus	July 2020

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