

2023 OHS AUDIT PROGRAM

INTRODUCTION

The Monash University OHS Management System (OHSMS) is certified to the International Standard ISO 45001:2018. This ensures the University maintains a robust OHSMS to continuously improve occupational health and safety, eliminate hazards and minimize OH&S risks (including system deficiencies), take advantage of OH&S opportunities, and address OHSMS nonconformities associated with our diverse range of activities.

Certification of the OHSMS is a significant achievement for the University, it provides clear evidence that we can demonstrate we have the essential elements in place for proactive best practice of OHS management, including planning, consultation and understanding through our OHS committees, risk and incident management practices, inductions, training, looking for opportunities for improvement and the trialing of our emergency procedures.

A requirement of our ISO 45001:2018 certification is that we conduct regular External and Internal Audits. The Occupational Health and Safety Team and contracted Service Providers perform these functions. All areas of the University will be audited at regular planned intervals.

Implementing systems of continual improvement and quality assurance checks are strategic priorities for the University. Likewise, ensuring that everyone conducting activities at our campuses are, as far as reasonably practicable are not exposed to harm.

A representative sample of Monash University academic and administrative areas have been selected for OHS Auditing during 2023.

Audits will be conducted to:

- Assess conformance to the Monash University OHS Management System (OHSMS), based upon the requirements ISO 45001:2018;
- Assess the extent of implementation of the OHSMS in the University's operations and activities; and,
- Verify the implementation and effectiveness of OHS policies and procedures.

Audits consist of examining documentation and records, interviewing relevant management and safety related personnel and conducting inspections of work areas, including high risk environments such as laboratory spaces to verify that local systems exist and are effectively working.

Further clarification of the audit process is outlined in the procedure [Here](#).

OHSMS SELF ASSESSMENT AUDITS

A requirement of the OHSMS is that each academic and administrative area must complete an annual [OHSMS Self-Assessment](#). This tool will assist all areas in preparation for OHS audits.

AUDIT TYPES

- **'OHSMS': Internal Auditing, OHS Management System Audit**
- **'OHSCM': Internal Auditing, OHS Chemical Management Audit**
- **'OHSRM': Internal Auditing, OHS Radiation Management Audit**
- **'OHSMS Surveillance': External Auditing, OHS Management System Audit**

2023 AUDIT SCHEDULE

Faculty/Division/Portfolio Area	Location	Audit Type	Portfolio Consultant	Proposed Audit Date
Office of the COO & Senior VP, University Marketing Admissions & Communications: <ul style="list-style-type: none"> Communication & Community Demand Generation & Audience Marketing Marketing Infrastructure Administration Office of Student Recruitment & Admissions Planning Engagement & Brand 	Clayton Campus	OHSMS	Alex Zuperman	Tuesday 9 May 2023
Faculty of Medicine Nursing & Health Sciences, School of Rural Health: <ul style="list-style-type: none"> Department of Rural & Indigenous Health Rural Health Bendigo Rural Health Churchill Rural Health Gippsland Rural Health Mildura Rural Nursing & Allied Health Program 	Clayton Campus, Gippsland & Bendigo sites	OHSMS	Clare Westhorpe	Tuesday 16 May 2023
Office of the COO & Senior VP, Office of the VP (Services), Campus Community Division: <ul style="list-style-type: none"> University Health Service 	Caulfield Campus	OHSMS	Tom Dziedzicki	Tuesday 4 July 2023
Faculty of Engineering: <ul style="list-style-type: none"> Electrical and Computer Systems Engineering 	Clayton Campus	OHSMS	Priscilla Chow	Tuesday 18 July 2023
Faculty of Arts: <ul style="list-style-type: none"> Arts Faculty Office Art Research Graduate School School of Languages Literatures, Cultures & Linguistics (LLCL) School of Media Film & Journalism (MJF) School of Philosophical, Historical & International Studies (SOPHIS) School of Social Sciences (SOSS) Sir Zelman Cowen Sch of Music and Performance 	Clayton Campus	OHSMS	Tom Dziedzicki	Tuesday 25 July 2023
Faculty of Science: <ul style="list-style-type: none"> School of Mathematics 	Clayton Campus	OHSMS Surveillance	Debra Bartolo	Tuesday 25 July 2023
Office of the COO & Senior VP eSolutions & Student Services: <ul style="list-style-type: none"> eSolutions 	Clayton Campus	OHSMS	Margaret Rendell	Tuesday 25 July 2023
Faculty of Medicine Nursing & Health Sciences, School of Psychological Sciences: <ul style="list-style-type: none"> Administration Psychology Psychology Online 	Clayton Campus	OHSMS Surveillance	Clare Westhorpe	Wednesday 26 July 2023

Faculty of Medicine Nursing & Health Sciences, School of Clinical Sciences at Monash Health: <ul style="list-style-type: none"> • Medicine Monash Health • Administration • Nutrition Dietetics & Food • Obstetrics & Gynaecology Monash Health • Paediatrics Monash Health • Psychiatry Monash Health • Surgery Monash Health 	Monash Medical Centre	OHSMS Surveillance	Clare Westhorpe	Thursday 27 July 2023
Monash University Museum of Art	Caulfield Campus	OHSMS Surveillance	Karla Contreras	Friday 28 July 2023
Faculty of Medicine Nursing & Health Sciences, Research Platforms: <ul style="list-style-type: none"> • Monash Micro Imaging 	Clayton Campus	OHSMS	Alex Zuperman	Tuesday 15 August 2023
Advancement: <ul style="list-style-type: none"> • Alumni Engagement • Development • ERDA Operations • External Engagement • Administration 	Clayton Campus	OHSMS	Alex Zuperman	Wednesday 16 August 2023
Faculty of Medicine Nursing & Health Sciences, School of Biomedical Sciences: <ul style="list-style-type: none"> • Biomedical Sciences Teaching 	Clayton Campus	OHSCM	Clare Westhorpe	Tuesday 29 August 2023
Faculty of Medicine Nursing & Health Sciences, School of Biomedical Sciences: <ul style="list-style-type: none"> • Physiology 	Clayton Campus	OHSMS	Clare Westhorpe	Tuesday 17 October 2023
Office of the DVC Enterprise & Engagement & Senior VP, <ul style="list-style-type: none"> • Contracts Management Office • Insights Planning & Performance • Institute for Safety Compensation & Recovery Research • Monash Innovation • Administration • Office of the PVC (Industry Partnerships) • Precincts & Government 	Clayton Campus	OHSMS	John Tsiros	Tuesday 24 October 2023
Faculty of Medicine Nursing & Health Sciences, MARF Directorate: <ul style="list-style-type: none"> • MARF Animal Research Laboratory (ARL) 77 Clayton • MARF Gippsland 	Clayton Campus & Churchill Site	OHSMS	Karla Contreras	Wednesday 25 October 2023
Office of the COO & Senior VP, Office of the VP (Services), Student Engagement & Campus Experience: <ul style="list-style-type: none"> • Campus Engagement • Campus Experience & Major Events 	Clayton Campus	OHSMS	Tom Dziedzicki	Tuesday 31 October 2023

<ul style="list-style-type: none"> English Connect Orientation & Transition Programs Stud Perf Represent & Engage Prog (PREP)" 				
Faculty of Business & Economics	Caulfield Campus	OHSMS	Karla Contreras	Tuesday 31 October 2023
Office of the COO & Senior VP, Office of the VP (Services), Campus Community Division: <ul style="list-style-type: none"> Community Safety & Security 	Clayton Campus	OHSMS	Tom Dziedzicki	Tuesday 14 November 2023
Faculty of Science: <ul style="list-style-type: none"> School of Physics & Astronomy 	Clayton Campus	OHSMS	Debra Bartolo	Thursday 7 December 2023

** This schedule is only subject to change with the approval of the Monash University Health, Safety and Wellbeing Manager.*