SCOPE

This Procedure relates to all activities under the management and control of Monash University in Australia and applies to affected staff, students, contractors and visitors.

PROCEDURE STATEMENT

This Procedure sets out the requirements for undertaking monitoring of Monash University related activities and spaces to ensure, as far as reasonably practicable, that controls applied to identified health and safety risks are maintained.

1. Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>MUOHSC</td>
<td>Monash Occupational Health &amp; Safety Committee</td>
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<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
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<tr>
<td>RPO</td>
<td>Radiation Protection Officer</td>
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</table>

2. Requirements for Monitoring

2.1 Operational Managers/Supervisors must ensure that:

- Monitoring is performed regularly to ensure that all controls established through risk management are present and effective;
- Relevant workers are notified of monitoring activities as necessary in accordance with the OHS Communication Procedure;
- Monitoring and supervision is undertaken by a suitably competent worker in accordance with the OHS Induction and Training Procedure;
- The requirements of the Managing OHS Hazards and Incidents Procedure are followed where a hazard or incident is identified as part of monitoring;
- Appropriate actions are implemented to address recommendations arising from monitoring in accordance with the Management of OHS Actions Procedure.

2.2 Workers conducting monitoring must ensure that:

- They notify relevant operational managers of any new hazard or incident identified during monitoring in accordance with the Managing OHS Hazards and Incidents Procedure;
- Any equipment used to take measurements as part of monitoring is calibrated to a standard commensurate to the level of the risk or to satisfy any legislative obligation;
- Reasonable steps are taken so that information and measurements have been verified as being accurate;
- Records of monitoring are kept in accordance with the OHS Records Management Procedure.
3. OHS Monitoring Programs

3.1 OHSMS Management Review

3.1.1 The OHSMS must be regularly reviewed in accordance with the OHSMS Management Review Procedure. This includes the requirement to conduct annual OHSMS self-assessments.

3.2 Monitoring Work Areas

3.2.1 Work Areas must be regularly inspected in accordance with the OHS Management of Work Areas Procedure. This includes the requirement to conduct OHS Workplace Inspections.

3.3 OHSMS Audits

3.3.1 Audits are governed by the OHS Management System Audit Procedure.

3.4 Health Surveillance

3.4.1 Health surveillance is governed by the Health Surveillance Procedure.

3.5 Prescribed Activities

3.5.1 Prescribed activities are governed by the OHS Prescribed Activities and Permit to Work Procedure.

3.6 Essential Services and Life Safety Measures

3.6.1 Essential Services and Life Safety Measures must be monitored in accordance with the OHS Management of Work Areas Procedure.

3.7 Evacuation drills

3.7.1 Evacuation drills/Emergency response exercises are governed by the Emergency Management Procedure.

3.8 OHSMS requirements monitoring

3.8.1 The requirements placed upon the Occupational Health and Safety Management System related legal and other obligations are incorporated into the OHSMS where warranted through the OHS Legal and Other External Requirements Procedure.

4. Responsibility for Implementation

4.1 It is the responsibility of the Manager, OH&S to ensure that this procedure is implemented.

5. Records

5.1 Records must be kept as specified by each relevant procedure.

DEFINITIONS

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

<table>
<thead>
<tr>
<th>Key word</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Essential Services</td>
<td>Services as described by a qualified building surveyor, by whomsoever rendered, that the interruption of which would endanger the life, health or personal safety of any person.</td>
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<tr>
<td>Life Safety Measures</td>
<td>Services as determined by the Manager, OH&amp;S, by whomsoever rendered, that the interruption of which would endanger the life, health or personal safety of any person.</td>
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<tr>
<td>Workers</td>
<td>Person performing work or work-related activities that are under the control of Monash University.</td>
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<tr>
<td>Operational Manager/Supervisor</td>
<td>A worker assigned to manage a set of activities grouped around an operational requirement (e.g. lab manager, event manager, course convener).</td>
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<tr>
<td>OHS Monitoring</td>
<td>A systematic process of observing how activities are being performed and assessing whether this is consistent with documented OHS risk management practices, standards and legislative requirements.</td>
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</table>
Direct Supervision | The act of monitoring the activities being performed by workers and taking steps, where necessary, to ensure the safety of all potentially affected people.

Acceptable level of risk | A level of risk that under the circumstances, is reasonably practicable to accept.

Occupied workplaces | Areas where work in relation to Monash University is regularly conducted.

GOVERNANCE

Parent policy | OHS Policy

Supporting schedules | N/A

Associated procedures | Monash University OHS documents
All Monash University policies and procedures can be found on the Monash OHS Website https://www.monash.edu/ohs/info-docs

Legislation mandating compliance | Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)

Category | Operational

Endorsement | Monash University OHS Committee
17 November 2020

Approval | Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor)
1 December 2020

Procedure owner | Manager, OH&S

Date effective | December 2020

Review date | 2023

Version | 6.0

Content enquiries | ohsenquiry@monash.edu

DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Changes made to document</th>
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<tbody>
<tr>
<td>2.1</td>
<td>June 2006</td>
<td>OHS Monitoring, Measurement &amp; Registration Procedure</td>
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</table>
| 3       | November 2013 | 1. Purpose – further detail provided for clarification.
3. Abbreviations – replaced OHSPC with MUOHSC
4. Definitions – Added audits definition
5. Section 5 updated, merged responsibilities of Occupational Hygienists into the OH&S Unit as part of the same division.
6. Section 6 – Removed Section 6.3 reference to internal and external reviews as incorporated into section 6.1. Added new sections 6.3 – Plant and 6.4 – Self Audit.
7. Section 7 – Removed Table and created updated register that is accessible via the tools section on the OHS website.
8. Previous Section 8 – Workplace inspection documentation removed as this information is in the OHS Audit procedure.
9. Records - list removed & replaced with OHS Monitoring, Measurement and Registration Register. |
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<tr>
<td>10.</td>
<td>Section 10 - Reference section was updated.</td>
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</tr>
<tr>
<td>11.</td>
<td>Section 11 - Document history added.</td>
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<tr>
<td>3.1</td>
<td>June 2015</td>
<td>1. Updated hyperlinks throughout procedure to new OH&amp;S website.</td>
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</table>
| 4 | September 2017 | 1. Updated Facilities & Services to Buildings & Properties Division  
2. Updated OHS Regulations to reference the updated 2017 Regulations  
3. Updated Definitions to include OHS Monitoring  
4. Updated Audit and Risk Management office to Risk and Compliance Office  
5. Added link to the Compliance Register  
6. Added the Compliance Section as Section 10  
7. Updated references to various Regulations  
8. Removed section 4.5 (Plant) |
| 5 | March 2020 | 1. Incorporated Spot checks and Workplace inspections into the procedure.  
2. Self-audit questionnaire tool renamed to OHSMS Self-assessment tool.  
3. Removed the associated monitoring register tool. |
| 6.0 | December 2020 | 1. Moved workplace inspections/spot checks and essential services and life safety measures requirements into the OHS Management of Work Areas Procedure  
2. Moved OHSMS Self-assessment into the OHSMS Management Review Procedure |