

<b>Procedure Title</b>	OHS Monitoring Procedure
<b>Parent Policy</b>	<a href="#">OHS Policy</a>
<b>Date Effective</b>	March 2020
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<b>Procedure Owner</b>	Manager, OH&S
<b>Category</b>	Operational
<b>Version Number</b>	5.0
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<b>Scope</b>	This Procedure applies to all occupational health and safety monitoring undertaken at Australian campuses of Monash University.
<b>Purpose</b>	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.

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## 1. Abbreviations

<b>MUOHSC</b>	Monash Occupational Health & Safety Committee
<b>OHS</b>	Occupational Health and Safety
<b>OH&amp;S</b>	Monash Occupational Health and Safety
<b>RPO</b>	Radiation Protection Officer

## 2. Definitions

**A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.**

**Essential Services** - 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.

**Life Safety Measures** - Services, by whomsoever rendered, that the interruption of which would endanger the life, health or personal safety of any person.

**Workers** – Person performing work or work-related activities that are under the control of Monash University.

**Operational Manager/Supervisor** – A worker assigned to manage a set of activities grouped around an operational requirement (e.g. lab manager, event manager, course convener).

**OHS Monitoring** - 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.

**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.

## 3. Requirements for Monitoring

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 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 OHS Actions Management Procedure;

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 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 Procedure.

## 4. OHS Monitoring Programs

### 4.1. OHSMS Self-Assessment Tool

The OHSMS Self-Assessment Tool is used to verify that activities are being conducted in accordance with the requirements of the OHSMS. Heads of Academic/Administrative Units must ensure that an OHSMS Self-Assessment Tool incorporating all of that Division's areas has been completed annually.

The OHSMS Self-Assessment must be completed only by trained Safety Officers who have completed the OHS for Safety Officers training.

### 4.2. OHS Spot Checks

Heads of Academic/Administrative units or their delegates may request OHS Spot Checks be undertaken for a specific workplace or activity, to assess that work practices are consistent with documented OHS risk management practices, standards and legislative requirements. Heads of Academic/Administrative units or their delegates must notify relevant operational managers before undertaking OHS Spot checks of their workplace.

OHS Spot checks must be undertaken only by Safety Officers who have completed the OHS for Safety Officers training.

All OHS Spot Checks must be recorded using the SARAH Checklists and Inspections module.

### 4.3. OHS Workplace Inspections

Heads of Academic/Administrative units or their delegates must ensure that OHS Workplace Inspections be undertaken for any occupied workplaces under their control to assess that these spaces are deemed to be safe. Heads of Academic/Administrative units or their delegates must notify relevant operational managers before undertaking OHS workplace inspections of their area.

Where a Designated Work Group (DWG) exists, elected HSRs must be invited to all workplace inspections.

OHS Workplace must be conducted according to the frequencies listed below:

Type of area	What it is	Frequency	Examples
Very High	Areas that present an immediate risk to health and safety.	As determined by the operational manager	<ul style="list-style-type: none"> <li>• HV Electrical</li> <li>• Immediate risk of fall/injury (e.g. Lightweight / Non-Trafficable roof)</li> <li>• Risk of collapse (e.g. deep excavations)</li> <li>• Working with radioactive materials</li> </ul>
High	Risk is present but only when activities	At least once per semester	<ul style="list-style-type: none"> <li>• PC2/High risk laboratories</li> <li>• Plant Room/Tunnel</li> </ul>

	are being performed.		<ul style="list-style-type: none"> <li>• Roof access outside safe zones and safety equipment</li> <li>• Chemical Storage (Dangerous Goods, Cleaners Cupboard)</li> <li>• Clinical Spaces</li> <li>• Roof access working further than 2m from edge</li> <li>• Work that may potentially disturb Asbestos Containing Materials.</li> <li>• Veterinary Laboratories and other Animal handling areas</li> </ul>
Medium	Access control with limited additional risk level	At least once per semester	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Egress between High risk areas.</li> </ul>
Low	All other habitable spaces	At least once per year	<ul style="list-style-type: none"> <li>• Office and support spaces</li> <li>• Teaching spaces (low risk)</li> <li>• General access (Circulation, Amenities)</li> <li>• Residences</li> </ul>

All OHS Workplace Inspections must be undertaken only by staff who have completed the OHS for Safety Officers Training except for:

- Office spaces occupied by less than 4 people may be inspected by the occupants of that office space using the Office Self Assessment tool.
- Home-based workspaces can be inspected by the occupants of that space using the Home Workspaces Assessment Tool.
- Residential spaces which may be undertaken by MRS Operations officers under the supervision of Safety Officers who have completed the OHS for Safety Officers Training.
- Centrally managed teaching spaces which may be undertaken by BPD staff under the supervision of Safety Officers who have completed the OHS for Safety Officers Training

All OHS Workplace Inspections must be recorded using the SARAH Checklists and Inspections module.

#### 4.4. **OHSMS Audits**

Audits are governed by the [OHS Management System Audit Procedure](#).

#### 4.5. **Health surveillance**

Health surveillance is governed by the [Health Surveillance Procedure](#).

#### 4.6. **Prescribed activities**

Prescribed activities are governed by the [OHS Prescribed Activities and Permit to Work Procedure](#).

#### 4.7. **Essential services and life safety measures**

Essential services and life safety measures are monitored by Buildings and Property Division for Monash University owned premises and the relevant landlord for leased premises.

#### 4.8. **Evacuation drills**

Evacuation drills are governed by the [Emergency Management Procedure](#).

#### 4.9. **Legal compliance**

Occupational Health and Safety-related legal and other obligations are incorporated into the OHSMS where warranted through the [OHS Legal and Other Requirements Procedure](#).

## 5. Responsibility for Implementation

It is the responsibility of the Manager, OH&S to ensure that this Procedure is implemented

## 6. Records

Records must be kept as specified by each relevant procedure.

<b>Status</b>	Revised
<b>Approval Body</b>	Monash University OHS Committee (MUOHSC)
<b>Legislation Mandating Compliance</b>	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
<b>Related Policies</b>	<a href="#">OHS Policy</a>
<b>Related Documents</b>	<b>Monash University OHS documents</b> All Monash University policies and procedures can be found on the Monash OHS Website ( <a href="http://www.monash.edu/ohs/">http://www.monash.edu/ohs/</a> )

## 7. Document History

Version	Date of Issue	Changes made to document
2.1	June 2006	OHS Monitoring, Measurement & Registration Procedure
3	November 2013	<ol style="list-style-type: none"> <li>1. Purpose – further detail provided for clarification.</li> <li>2. Scope – Removed reference to AS/NZS 4801 and OHSAS18001.</li> <li>3. Abbreviations – replaced OHSPC with MUOHSC</li> <li>4. Definitions – Added audits definition</li> <li>5. Section 5 updated, merged responsibilities of Occupational Hygienists into the OH&amp;S Unit as part of the same division.</li> <li>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.</li> <li>7. Section 7 – Removed Table and created updated register that is accessible via the tools section on the OHS website.</li> <li>8. Previous Section 8 – Workplace inspection documentation removed as this information is in the OHS Audit procedure.</li> <li>9. Records - list removed &amp; replaced with OHS Monitoring, Measurement and Registration Register.</li> <li>10. Section 10 - Reference section was updated.</li> <li>11. Section 11 -Document history added.</li> </ol>
3.1	June 2015	<ol style="list-style-type: none"> <li>1. Updated hyperlinks throughout procedure to new OH&amp;S website.</li> </ol>

4	September 2017	<ol style="list-style-type: none"> <li>1. Updated Facilities &amp; Services to Buildings &amp; Properties Division</li> <li>2. Updated OHS Regulations to reference the updated 2017 Regulations</li> <li>3. Updated Definitions to include OHS Monitoring</li> <li>4. Updated Audit and Risk Management office to Risk and Compliance Office</li> <li>5. Added link to the Compliance Register</li> <li>6. Added the Compliance Section as Section 10</li> <li>7. Updated references to various Regulations</li> <li>8. Removed section 4.5 (Plant)</li> </ol>
5	March 2020	<ol style="list-style-type: none"> <li>1. Incorporated Spot checks and Workplace inspections into the procedure.</li> <li>2. Self-audit questionnaire tool renamed to OHSMS Self-assessment tool.</li> <li>3. Removed the associated monitoring register tool.</li> </ol>