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1. PURPOSE

This procedure sets out the requirements for OHS monitoring, measurement and registration that must be followed at Australian campuses of Monash University in accordance with relevant legislative requirements and those of Australian Standards AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use and OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements.

The procedure encompasses the following:

- buildings and structures;
- plant, machinery and equipment (including specialised emergency equipment);
- hazardous substances and dangerous goods (including, carcinogens, poisons, ionising radiation, asbestos);
- biological substances (including OGTR and QAP facility requirements);
- hazardous processes (e.g. working at heights, confined spaces, electrical safety);
- health surveillance (e.g. immunisation programs, audiometric testing, health and wellbeing programs, exposure assessments);
- review of preventive actions (e.g. OHS plans, system review); and
- review of corrective actions (e.g. arising from incidents, inspections, audits, OHS progress reports, feedback from consultative processes).

2. SCOPE

This procedure applies to all occupational health and safety monitoring, measurement and registration undertaken at Australian campuses of Monash University.

3. ABBREVIATIONS

- GMO: Genetically modified organism
- IBC: Institutional Biosafety Committee
- OGTR: Office of the Gene Technology Regulator
- OH&S: Monash Occupational Health & Safety
- MUOHC: Monash University Occupational Health & Safety Committee
- OHS: Occupational health and safety
- RPO: Radiation Protection Officer

4. DEFINITIONS

A comprehensive list of definitions is provided in the Definitions Tool. Definitions specific to this procedure are as follows.

4.1 AUDITS

Internal audits, certification and surveillance audits are conducted by trained OHS professionals to determine the effectiveness of implementation of the overarching OHS safety management system. Audits may be designed to examine processes from start to finish or focus on reviewing management of specific hazards.

4.2 COOLING TOWER RISK MANAGEMENT PLANS

Cooling Tower Risk Management Plans are a requirement of the Public Health and Wellbeing Act 2008 (Vic). The risk management plans specify activities that are to be carried out at predetermined intervals, including:

- regular inspections;
• regular servicing;
• monthly testing to identify bacterial levels in system; and
• Legionella testing.

4.3 IONISING RADIATION SOURCE

For the purposes of this document, ionising radiation source means radioactive material, an ionising radiation apparatus, a sealed source or a sealed source apparatus. Further details are provided in the document Using radiation at Monash.

4.4 NON-IONISING RADIATION

Non-ionising radiation is radiation of electromagnetic form which does not have a high enough energy level to ionize (i.e., remove electrons from) material with which it comes in contact. Examples of non-ionising radiation include lasers, microwaves, extremely low frequency electromagnetic fields, infrared and ultraviolet light, ultrasound.

4.5 PLANT

Plant is defined in the OHS Regulations 2007 (Vic) to cover machinery and equipment such as lifts, cranes, pressure equipment, machinery, hoists, powered mobile plant, lasers, turbines, explosive-powered tools, scaffolds and temporary access equipment. The regulations do not apply to hand-held plant and plant which relies exclusively on manual power for its operation.

4.6 WORKPLACE INSPECTIONS

Workplace inspections are planned, systematic audits of physical aspects of the workplace that identify OHS hazards and non-compliances with Monash University policies, procedures and practices and legal requirements.

5. SPECIFIC RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure. The responsibilities with respect to OHS monitoring, measurement & registration are provided below.

5.1 DIVISIONAL DIRECTOR, FACILITIES & SERVICES

The responsibilities of the Divisional Director, Facilities & Services include:
• implementation of plant registration and preventive maintenance programs;
• development and maintenance of the cooling tower management program.

5.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS/CONTROLLED ENTITIES

It is the responsibility of the head of the academic/administrative unit to:
• ensure that all plant and equipment is registered and that appropriate preventive maintenance programs are in place;
• ensure that the areas under their control are inspected in accordance with the Monash OHS Audit Procedure;
• maintain plant and equipment registers, risk assessments, inspection and maintenance records;
• ensure that staff and students undertaking workplace inspections are appropriately trained. Refer to the OHS Induction and Training Procedure; and
• Ensure corrective actions are implemented for any OHS issues identified in accordance with the Monash Corrective Action Procedure.
5.3 RESEARCH COMPLIANCE OFFICER, RESEARCH, ETHICS & COMPLIANCE, RESEARCH OFFICE

The responsibilities of the Research Compliance Officer, Research, Ethics & Compliance include:

- coordination of approval of teaching and research activities involving genetically modified organisms via the Monash University Institutional Biosafety Committee (IBC) and the OGTR;
- coordination of laboratory registration, inspection and maintenance programs required by the OGTR & Department of Agriculture (Quarantine);
- provision of import permits for the import of biological materials (including animals) into Australia;
- provision of training required by the OGTR & Department of Agriculture (Quarantine).

5.4 MONASH OCCUPATIONAL HEALTH &SAFETY (OH&S)

The responsibilities of OH&S include:

- coordinating the Monash OHS audit program;
- to facilitate coordination of corrective actions and controls applied to adverse monitoring results;
- conducting university level risk assessments according to legislative requirements;
- conducting workplace assessments according to the Monash University monitoring, measurement and registration matrix, as outlined in Section 7, using Australian Standard approved methodology, e.g. noise assessments; and
- to ensure training in the conduct of workplace inspections is available to staff.

5.5 THE OCCUPATIONAL HEALTH TEAM, OH&S

The responsibilities of the Occupational Health team, OH&S include:

- coordination of the university’s health surveillance program;
- maintaining records of assessment according to the OHS Document Control & Retention Procedure and Health Surveillance Procedure.

5.6 RADIATION PROTECTION OFFICER, OHS

The responsibilities of the Radiation Protection Officer (RPO), OH&S include:

- coordination of the university's personal monitoring program for users of radiation sources, including follow-up of cases of exposure exceeding specified action/legislative limits;
- arranging the calibration of monitoring instruments; and
- maintaining the University Radiation Management license an register of ionising radiation sources to ensure compliance with statutory requirements.

6. REQUIREMENTS FOR MONITORING, MEASUREMENT & REGISTRATION

The monitoring, measurement and registration requirements at Monash University are determined regularly via:

6.1 REVIEW OF OHS LEGISLATIVE COMPLIANCE

Monitoring and review of OHS legislative compliance occurs via:

- review of the Monash University OHS risk and legal compliance register; and
- submission of compliance reports to the Audit & Risk Management office.
6.2 MUOHSC MEETINGS

Regular meetings of the MUOHSC are held to monitor and review the Monash University OHS Management System, including:

- OHS performance indicators;
- OHS policy documentation;
- OH&S planning documentation;
- OHS risk and legal compliance register;
- WorkSafe Victoria interventions;
- Results of legal compliance audits;
- Management reviews; and
- Reports received from the local OHS committees.

6.3 PLANT

The Victorian OHS Regulations 2007 (Vic) prescribe specific duties for the designers, manufacturers and operators of such plant. Maintenance, testing, inspection and registration apply to specific plant. Regular inspections of plant and equipment are to be conducted in accordance with OHS legislative requirements.

6.4 SELF-AUDIT

Each academic/administrative unit is also required to complete a Self-audit Questionnaire annually to assist with identification of gaps in safety management requiring corrective action.

7. OHS MONITORING, MEASUREMENT & REGISTRATION SUMMARY

The OHS Monitoring, measurement and registration requirements pertaining to teaching and research activities, building services and structures are outlined in the monitoring measurement and registration register.

All monitoring, measurement and registration activities shall be conducted by qualified and competent persons.

8. RECORDS

OHS monitoring, measurement and registration records shall to be kept as outlined in the Monash monitoring, measurement and registration register.

9. TOOLS

The following tool is associated with this procedure:

- Monitoring, Measurement and Registration Register

10. REFERENCES

10.1 LEGISLATION

Accident Compensation Regulations 2012
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)
Dangerous Goods Act 1985 (Vic)
Dangerous Goods (Storage and Handling) Regulations 2011
Drugs Poisons and Controlled Substances Regulations 2006
Agricultural and Veterinary Chemicals (Victoria) Act 1994
Gene Technology Act 2001
Gene Technology Regulations 2001
Radiation Act 2005
Radiation Regulations 2007
Quarantine Act 1908
Quarantine Regulations 2001
Dangerous Goods Act 1985
Dangerous Goods Regulations 2012
Health Act 1958
Biological Control Act 1986
Electrical Safety Act 1998
Electrical Safety (Equipment) Regulations 1999
Electricity Safety (Management) Regulations 2009
Electricity Safety (Installations) Regulations 2009
Marine Act 1988 (Vic)
Marine Regulations 1999 (Vic)
Building Act 1993 (Vic)
Public Health and Wellbeing Act 2008
Public Health and Wellbeing Regulations 2009
Building (Legionella Risk Management) Regulations 2001 (Vic)
Health (Legionella) Regulations 2001 (Vic)
Health Act 1958 (Vic)
Health (Infectious Diseases) Regulations 2001 (Vic)
Health (Infectious Diseases) (Amendment) Regulations 2004 (Vic)
Health Records Act 2001 (Vic)
Building Code of Australia

10.2 MONASH UNIVERSITY OHS DOCUMENTS

All Monash University policies and procedures can be found on the Monash OHS Website (http://www.monash.edu/ohs/)
Using chemicals at Monash
Using Radiation at Monash procedure
Purchase and storage of scheduled poisons
OHS management system implementation procedure
OHS Audit Procedure
Health Surveillance at Monash University
OHS Document control and retention procedure
OHS Risk Management at Monash
Monash University Workplace Inspection Program
Monash University Induction and Training Procedure
Legionella notification procedures
 Permit to work forms and procedures
Asbestos Information sheet
OH&S internal procedures

10.3 AUSTRALIAN STANDARDS

OHSAS 18001:2007 Occupational Health & Safety Management Systems - requirements
## 11. DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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<tr>
<td>2.1</td>
<td>June 2006</td>
<td>OHS Monitoring, Measurement &amp; Registration Procedure</td>
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| 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.  
10. Section 10 - Reference section was updated.  
11. Section 11 -Document history added. |