## Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>OHS Monitoring, Measurement &amp; Regulatory Approvals Procedure</th>
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<tbody>
<tr>
<td>Parent Policy</td>
<td>OHS Policy</td>
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<td>Date Effective</td>
<td>19 September 2017</td>
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<td>Procedure Owner</td>
<td>Manager, OH&amp;S</td>
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<td>4</td>
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<tr>
<td>Content Enquiries</td>
<td><a href="mailto:bernadette.hayman@monash.edu">bernadette.hayman@monash.edu</a></td>
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### Scope
This procedure applies to all occupational health and safety monitoring, measurement and registration undertaken at Australian campuses of Monash University.

### Purpose
This procedure sets out the requirements for OHS monitoring, measurement and registration that must be followed at Australian campuses of Monash University.

The procedure encompasses the following:

- buildings and structures;
- plant, machinery and equipment (including specialized 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).
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1. Abbreviations

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<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>GMO</td>
<td>Genetically Modified Organism</td>
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<tr>
<td>IBC</td>
<td>Institutional Biosafety Committee</td>
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<td>MUOHSC</td>
<td>Monash Occupational Health &amp; Safety Committee</td>
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<td>OGTR</td>
<td>Office of the Gene Technology Regulator</td>
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<td>OHS</td>
<td>Occupational Health and Safety</td>
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<td>OH&amp;S</td>
<td>Monash Occupational Health and Safety</td>
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<tr>
<td>RPO</td>
<td>Radiation Protection Officer</td>
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2. Definitions

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

**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.

**Cooling tower risk management plans:** Cooling Tower Risk Management Plans are 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.

**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 Ionising Radiation Procedure.

**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.

**OHS monitoring:** A systematic process of observing, tracking, and recording activities and data for the purpose of measuring health and safety performance.

**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.
3. Requirements for Monitoring, Measurement & Regulatory Approval

The monitoring, measurement and regulatory approval on requirements at Monash University are determined via regular:

3.1 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 Risk and Compliance Unit

3.2 Monash University OHS Committee (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;
- Interventions by the Regulator;
- Results of legal compliance audits;
- Management Systems reviews;
- Reports received from the local OHS committees.

3.3 Self-audits

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.

4. OHS Monitoring, Measurement & Regulatory Approvals Summary

The OHS Monitoring, measurement and regulatory approval requirements pertaining to teaching and research activities, building services and structures are outlined in the Monitoring measurement and Regulatory Approval Register.

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

5. Responsibility for Implementation

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 & regulatory approvals are provided below.

5.1 Divisional Director, Buildings and Property Division: The responsibilities of the Divisional Director, Buildings and Property Division include:
- Implementation of plant registration and preventive maintenance programs;
- Development and maintenance of the cooling tower management program.
5.2 **Head of Academic/Administrative Unit:** It is the responsibility of the head of academic/administrative unit to:
   - Ensure that there are appropriate preventive maintenance programs in place for all equipment/plant used in their area;
   - Ensure that the areas under their control are inspected in accordance with the 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](http://www.monash.edu.au/ohs);
   - Ensure corrective actions are implemented for any OHS issues identified in accordance with the [Monash Corrective Action Procedure](http://www.monash.edu.au/ohs).

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;
   - Facilitating the 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 regulatory approval register, as outlined in Section 7, using Australian Standard approved methodology, e.g. noise assessments; and
   - Ensuring 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;
5.6 **Radiation Protection Officer, OH&S:** 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 a register of ionising radiation sources to ensure compliance with statutory requirements.

6. **Tools**

The following tool is associated with this procedure:

*Monitoring measurement and Regulatory Approval Register*

7. **Records**

OHS monitoring, measurement and regulatory approval records shall to be kept as outlined in the *Monitoring measurement and Regulatory Approval Register*. 

For the latest version of this document please go to: [http://www.monash.edu.au/ohs/](http://www.monash.edu.au/ohs/)
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<th><strong>Status</strong></th>
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<tr>
<td><strong>Approval Body</strong></td>
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| **Legislation Mandating Compliance** | Accident Compensation Regulations 2012  
Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2017 (Vic)  
Dangerous Goods Act 1985 (Vic)  
Dangerous Goods (Storage and Handling) Regulations 2012  
Drugs Poisons and Controlled Substances Regulations 2017  
Agricultural and Veterinary Chemicals (Victoria) Act 1994  
Biosecurity Act 2015  
Biosecurity Regulation 2016  
Gene Technology Act 2001  
Gene Technology Regulations 2011  
Radiation Act 2005  
Radiation Regulations 2007  
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 Safety Act 2010 (Vic)  
Marine Regulations 2009 (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 (Infectious Diseases) Regulations 2001 (Vic)  
Health Records Act 2001 (Vic)  
Building Code of Australia |
| **Related Policies** | OHS Policy                 |
| **Related Documents** | Australian and International Standards  
OHSAS 18001:2007 Occupational Health & Safety Management Systems - requirements  
Monash University OHS documents  
All Monash University policies and procedures can be found on the Monash OHS Website ([http://www.monash.edu/ohs/](http://www.monash.edu/ohs/)) |
8. Document History

<table>
<thead>
<tr>
<th>Version</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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<tr>
<td>3</td>
<td>November 2013</td>
<td>1. Purpose – further detail provided for clarification.</td>
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<td>3. Abbreviations – replaced OHSPC with MUOHSC</td>
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<td>4. Definitions – Added audits definition</td>
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<td>5. Section 5 updated, merged responsibilities of Occupational Hygienists into the OH&amp;S Unit as part of the same division.</td>
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<td>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.</td>
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<td>7. Section 7 – Removed Table and created updated register that is accessible via the tools section on the OHS website.</td>
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<td>8. Previous Section 8 – Workplace inspection documentation removed as this information is in the OHS Audit procedure.</td>
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<td>9. Records - list removed &amp; replaced with OHS Monitoring, Measurement and Registration Register.</td>
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<td>10. Section 10 - Reference section was updated.</td>
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<td>11. Section 11 -Document history added.</td>
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<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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<td>4</td>
<td>September 2017</td>
<td>1. Updated Facilities &amp; Services to Buildings &amp; Properties Division</td>
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<td>2. Updated OHS Regulations to reference the updated 2017 Regulations</td>
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<td>3. Updated Definitions to include OHS Monitoring</td>
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<td>4. Updated Audit and Risk Management office to Risk and Compliance Office</td>
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<td>7. Updated references to various Regulations</td>
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