# TABLE OF CONTENTS

1. **PURPOSE** ....................................................................................................................................................... 2
2. **SCOPE** ............................................................................................................................................................ 2
3. **ABBREVIATIONS** .......................................................................................................................................... 2
4. **DEFINITIONS** ............................................................................................................................................... 2
   4.1 MANAGER .......................................................................................................................................................... 2
   4.2 PERFORMANCE DEVELOPMENT (PD) ........................................................................................................ 2
5. **SPECIFIC RESPONSIBILITIES** .................................................................................................................. 2
   5.1 MANAGERS AND SUPERVISORS ................................................................................................................. 2
   5.2 MONASH HR ..................................................................................................................................................... 2
   5.3 MONASH OCCUPATIONAL HEALTH & SAFETY (OH&S) ........................................................................ 2
6. **INCLUSION OF OHS INTO PERFORMANCE DEVELOPMENT PROCESS** ............................................... 3
   6.5 OTHER SPECIALTY OFFICERS (E.G. BIOSAFETY, RADIATION AND LASER SAFETY OFFICERS) .......... 4
7. **RECORDS** .................................................................................................................................................... 4
8. **COMPLIANCE** ............................................................................................................................................ 4
   8.1 LEGISLATION .................................................................................................................................................. 4
   8.2 AUSTRALIAN AND INTERNATIONAL STANDARDS .................................................................................. 4
9. **REFERENCES** .............................................................................................................................................. 4
10. **DOCUMENT HISTORY** .............................................................................................................................. 5

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**AS/NZS 4801**

**OHSAS 18001**

**OHS20309**

**SAI Global**

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**OHS Performance Management Procedure, v1.1**

**Date of first issue: May 2016**

**Responsible Officer: Manager, OH&S**

**Date of last review: N/A**

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**15/07/2016**

For the latest version of this document please go to: [http://www.monash.edu.au/ohs/](http://www.monash.edu.au/ohs/)
1. PURPOSE
This procedure directly supports the implementation of the Monash OHS policy and sets out the requirements for:

- The formal documentation and monitoring of Occupational Health and Safety (OHS) responsibilities, accountabilities and obligations of managers and supervisors, both academic and professional;
- The monitoring and appropriate recognition of the roles of Safety personnel; and
- The inclusion of an annual OHS work or development goal for all staff.

2. SCOPE
This procedure applies to all academic and professional staff who are required to participate in the Performance Development (PD) process at Monash University.

3. ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>OH&amp;S</td>
<td>Occupational Health &amp; Safety Unit</td>
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<td>PD</td>
<td>Performance Development</td>
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4. DEFINITIONS
A comprehensive list of definitions is provided in the Definitions Tool. Definitions specific to this procedure are as follows.

4.1 MANAGER
For the purpose of this procedure, a manager is defined as any professional or academic staff member, who has one or more supervisors reporting directly to them.

4.2 PERFORMANCE DEVELOPMENT (PD)
Planning, review and reporting process to support staff and supervisors manage the performance development in a timely and consistent way.

5. SPECIFIC RESPONSIBILITIES
A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure. A summary of responsibilities with respect to this procedure is provided below.

5.1 MANAGERS AND SUPERVISORS
- Liaise with Monash HR for including key responsibilities and selection criteria in Position Descriptions for remunerated safety roles (includes fractional appointments);
- Ensure that OHS performance is included and monitored in staff performance discussions via the PD process.

5.2 MONASH HR
- Provide advice to managers and supervisors for the inclusion of OHS into position descriptions;
- Ensure that the ‘Legal compliance’ section of the position description includes reference to the OHS Roles, Committees & Responsibilities Procedure;
- Ensure that the Performance Development Scheme training programs include information on OHS goals and training requirements.

5.3 OCCUPATIONAL HEALTH & SAFETY UNIT (OH&S)
- Provide advice to managers and supervisors on suitable OHS performance development goals for staff.
6. INCLUSION OF OHS INTO PERFORMANCE DEVELOPMENT PROCESS

OHS must be formally documented in the performance development process and can be included either as annual work and/or development goals.

Relevant OHS responsibilities in the performance development process may include and are not limited to:

6.1 SUPERVISORS AND MANAGERS
- Promote OHS awareness across the work area;
- Encourage participation in Monash Wellbeing initiatives;
- Monitor and review OHS performance of the work area;
- Ensure all new staff are inducted within 4 weeks of their commencement;
- Ensure OHS performance is included in staff performance feedback;
- Ensure the work unit has a full complement of safety personnel;
- Ensure all hazard and incident reports are reviewed, thorough investigations have been carried out and appropriate controls have been implemented;
- Ensure that OHS is regularly included in all staff and management meetings;
- Ensure staff and students undertake all required OHS training;
- Actively participate in audits and monitor corrective actions;
- Ensure that risks associated with activities under their supervision are appropriately controlled;
- Ensure adequate resources are made available for OHS programs and initiatives.

6.2 ALL STAFF
- Participate in an OHS related training course, e.g. Risk Management, Ergonomics & Manual Handling;
- Report OHS hazards and incidents;
- Actively participate in:
  - the review of local OHS documentation;
  - the development of OHS risk assessments and/or safe work instructions;
- Assist with bi-annual workplace inspections.

6.3 SAFETY OFFICERS
- Ensure all OHS training is current;
- Monitor local compliance with Monash OHS procedures;
- Assist in the management of OHS hazards and risks within the local area;
- Promote OHS awareness across the work area;
- Actively participate in OHS audits;
- Assist with the implementation of strategic OH&S objectives;
- Conduct two workplace inspections each year;
- Ensure all new staff are inducted within 4 weeks of their commencement;
- Investigate and implement control measures for all reported hazards & incidents;
- Attend all local OHS committee meetings as applicable;
- Advise staff & students of upcoming OHS meetings, inviting them to raise issues and ensure the distribution of meeting minutes;
- Ensure risk assessments are undertaken for all work activities.

6.4 EMERGENCY WARDENS, FIRST AIDERS AND FIRST AID COORDINATORS
- Ensure the required number of evacuation drills are conducted, recorded and actioned and notified to the Occupational Health & Safety unit (OH&S);
- Ensure First Aid kits are kept fully stocked in accordance with the First Aid Procedure;
• Ensure First Aid assessment is current and appropriate number of First Aiders are available in the work area.

6.5 OTHER SPECIALTY OFFICERS (E.G. BIOSAFETY, RADIATION AND LASER SAFETY OFFICERS)
• Ensure all required training is current;
• Ensure areas under responsibility are fully resourced, e.g. Spill kits, PPE;
• Ensure specific hazards and risks associated with work activities, e.g. radiation, biosafety are effectively managed throughout the local area;
• Maintain a personal monitoring program for users of radioactive substances.

7. RECORDS
Performance development records are retained in accordance with the:
Staff Development procedure – Performance development process: Academic staff
Staff Development procedure – Performance development process: Professional staff

8. COMPLIANCE
This procedure is written to meet the requirements of:
8.1 LEGISLATION
Occupational Health and Safety Act 2004 (Vic)
8.2 AUSTRALIAN AND INTERNATIONAL STANDARDS

9. REFERENCES
OHS Roles, Responsibilities and Committees Procedure
OHS Training and Induction Procedure
## 10. DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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<tbody>
<tr>
<td>3</td>
<td>July 2010</td>
<td>Guidelines for the inclusion of OHS roles &amp; responsibilities into position descriptions, engagement profiles and performance management documentation at Monash University, v.3</td>
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<tr>
<td>3.1</td>
<td>July 2015</td>
<td>Updated hyperlinks throughout to new OH&amp;S website.</td>
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| 1              | May 2016      | OHS Performance Management Procedure, v1  
1. Updated Purpose, Scope and Specific Responsibilities sections to reflect the intent of the revised document  
2. Deleted sections that referred to Position Descriptions and Engagement profiles, as this is no longer relevant to the Purpose.  
3. Updated section 6 to provide relevant examples for the inclusion of OHS in the Performance Development process |
| 1.1            | July 2016     | OHS Performance and Development Procedure  
1. Removed the abbreviation PD for position description as PD is defined as Performance Development. |