PREPARATION FOR OHS MANAGEMENT SYSTEM AUDITS

Before the audit, each area should ensure that:

1. Current versions of the following are displayed in the area (available from OH&S):
   - OHS Policy (August 2017);
   - Health & Safety Issue Resolution Procedure (May 2016);
   - Names and contact details of first aiders & emergency wardens.
   - “If you are injured” posters from WorkSafe noting the contact details of Monash University WorkSafe agent: Employee Assistance, HR, 9902 9573
   - Copies of the poster can be accessed from the WorkSafe website.
   - Note: The CGU version of the poster applies for Monash University
   - Names and contact details of the Designated Work Groups elected Health & Safety representatives and/or the area Safety Officer/s

2. The following documents are available for the auditors:
   - Records of induction and training completed by their staff or students in their area; all new staff employed in the past 12 months must have completed the online Monash Safety Induction;
   - Hazard and Incident reports on SARAH with attachments demonstrating completion of corrective actions, e.g. emails, BEIMs requests;
   - Risk assessments completed using SARAH or local risk register for activities including any off-campus, after-hours activities and events (and any related local procedures);
   - Local staff and Local OHS committee meeting minutes;
   - Completed Building evacuation record in SARAH containing issues raised during the post evacuation review and actions taken to correct issues;
   - A First Aid assessment for the area. (First Aid Procedure contains templates and examples of First Aid assessments);
   - Records of workplace inspections completed in the past 12 months, with attachments, e.g. emails or BEIMs requests to demonstrate actions taken following inspection;
   - Any legal requirements applicable to the activities of the area, products or services including relevant relationships with contractors or suppliers to the area.
   - Examples of OHS information and/or training given to undergraduate and postgraduate students, e.g. safety quizzes, practical class notes/manuals, induction lectures/training, notes of safety lectures, undergraduate curricula, etc.;

3. Managers, supervisors and safety personnel including safety officers, biosafety officers, radiation safety officers, building wardens, first aiders and first aid coordinators are aware of their roles and responsibilities available from: OHS Role, Responsibilities and Committees Procedure

4. The area is inspected before the audit:
   - All electrical equipment is tested and tagged in accordance with Inspection, testing, tagging & repairing electrical equipment;
   - All fire extinguishers, fire blankets, are tagged with metal tags showing testing completed in the last 12 months;
• First aid kit contents are checked, in date and compliant with the first aid assessment and the First Aid Procedure;
• Emergency Procedures are readily accessible;
• General housekeeping is good and manual handling risks are minimised, e.g.
  – Larger, bulky or heavy items are stored at waist height;
  – Trolley(s) available for heavy items;
  – Ladder(s) available to access high shelves;
  – Stored material is secured to prevent shifting/falling;
  – Storage units are properly constructed and secured to prevent falling

5. Laboratory/studio/workshop areas are able to demonstrate:
• Risk assessments and safe work instructions for tasks, machinery/equipment, use of chemicals, manual handling, off-campus activities;
• A register of chemicals, preferably on Chemwatch, and any safety data sheets with an issue date of less than 5 years;
• Appropriate labelling of all chemical containers (including decanted materials and waste reagent bottles);
• Chemicals and poisons are stored according to the posters:
  – Dangerous goods and Combustible Liquids Segregation chart
  – Purchase and storage of scheduled poisons
  – Gas storage and Segregation
  – Chemical Storage
    (Current versions must be displayed near areas where chemicals are used and stored.)
• Signs to denote hazards at the entrance of laboratories/studios/workshops, including (where applicable) an adherence to:
  – 'Authorised access only';
  – PC2 laboratory;
  – Noting personal protective equipment requirements, e.g. 'Safety glasses must be worn'.
• Safety showers are tagged with metal tags showing testing completed in the last 12 months (notify Buildings and Property Division to organise testing if out of date tags are found);
• Safety showers and eyewashes are flushed and records of flushing are posted next to each facility;
• Access to safety showers, safety eye washes and fire extinguishers is clear, i.e. there is nothing underneath, in front or to the sides of this equipment;
• Fume cupboards have been tested within the last year (notify Buildings and Property Division to organise testing if out of date labels are found)