

## 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, ie 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)