# OHS PERFORMANCE AND DEVELOPMENT PROCEDURE

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1. **PURPOSE**  
This procedure directly supports the implementation of the [Monash OHS policy](http://www.monash.edu.au/ohs) 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**  
- **OHS**  
  Occupational Health and Safety  
- **OH&S**  
  Occupational Health & Safety Unit  
- **PD**  
  Performance Development  

4. **DEFINITIONS**  
A comprehensive list of definitions is provided in the [Definitions Tool](http://www.monash.edu.au/ohs). 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](http://www.monash.edu.au/ohs). 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 (PDs);  
- Ensure that the ‘Legal compliance’ section of the PD includes reference to the [OHS Roles, Committees & Responsibilities Procedure](http://www.monash.edu.au/ohs);  
- 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](http://www.monash.edu.au/ohs);
- 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](http://www.monash.edu.au/ohs/);
• 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>
</tr>
</thead>
<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  
- Updated Purpose, Scope and Specific Responsibilities sections to reflect the intent of the revised document  
- Deleted sections that referred to Position Descriptions and Engagement profiles, as this is no longer relevant to the Purpose.  
- Updated section 6 to provide relevant examples for the inclusion of OHS in the Performance Development process |